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10. Certification Guided Script

The Certification Guided Script requires the user to complete information required to certify a participant or re-certify an existing participant to receive WIC benefits. The guided script also allows for visual verification that all required steps are taken and that the necessary information is collected prior to the end of the certification attempt process and before the issuance of food instruments.

10.1 Menu Bar Exceptions

The Guided Script Menu becomes enabled when the Certification Guided Script is active.

10.1.1 Guided Script Menu

This menu allows the user to access the functions of the Certification Guided Script. The menu will be enabled when the Certification Guided Script window is active. It has a mnemonic of "G" and does not have a shortcut key. The Guided Script Menu displays the following menu items:

- Demographics
- Health Information
- Height/Weight/Blood
- Immunizations
- VENA
- Risk Factors/High Risk
- Referrals/Other Programs
- Nutrition Education
- Food Prescription
- Create SOAP Note
- CPA-determined Follow-up
- Issue Checks
- Review Certification for Errors
- End Certification
- Close Certification
- Work with Another Household Member

10.1.2 Menu Items

10.1.2.1 Demographics Menu Item

The menu item will be enabled when the Certification Guided Script window is active. It has a mnemonic of "D" and does not have a shortcut key.

10.1.2.2 Health Information Menu Item

The menu item will be enabled when the Certification Guided Script window is active. It has a mnemonic of “T” and does not have a shortcut key.

10.1.2.3 Height/Weight/Blood Menu Item

The menu item will be enabled when the Certification Guided Script window is active. It has a mnemonic of “H” and does not have a shortcut key.

10.1.2.4 Immunizations Menu Item

The menu item will be enabled when the WIC Category of the participant is Infant or Child. It has a mnemonic of “Z” and does not have a shortcut key.

10.1.2.5 VENA Menu Item

The menu item will be enabled when the Certification Guided Script window is active. It has a mnemonic of “K” and does not have a shortcut key.

10.1.2.6 Risk Factors/High Risk Menu Item

The menu item will be enabled when the Certification Guided Script window is active. It has a mnemonic of “S” and does not have a shortcut key.

10.1.2.7 Referrals/Other Programs Menu Item

The menu item will be enabled when the Certification Guided Script window is active. It has a mnemonic of “O” and does not have a shortcut key.

10.1.2.8 Nutrition Education Menu Item

The menu item will be enabled when the Certification Guided Script window is active. It has a mnemonic of “N” and does not have a shortcut key.

10.1.2.9 Food Prescription Menu Item

The menu item will be enabled when the Certification Guided Script window is active. It has a mnemonic of “F” and does not have a shortcut key.

10.1.2.10 Create SOAP Note Menu Item

The menu item will be enabled when the Certification Guided Script window is active. It has a mnemonic of “A” and does not have a shortcut key.

10.1.2.11 CPA-determined Follow-up Menu Item

The menu item will be enabled when the Certification Guided Script window is active. It has a mnemonic of “P” and does not have a shortcut key.

10.1.2.12 Issue Checks Menu Item

The menu item will be enabled when the Certification Guided Script window is active. It has a mnemonic of “U” and does not have a shortcut key.

10.1.2.13 Review Certification for Errors Menu Item

The menu item will be enabled when the Certification Guided Script window is active. It has a mnemonic of “R” and does not have a shortcut key.

10.1.2.14 End Certification Process Menu Item

The menu item will be enabled when the Certification Guided Script window is active. It has a mnemonic of “E” and does not have a shortcut key.

10.1.2.15 Close Certification Menu Item

The menu item will be enabled when the Certification Guided Script window is active. It has a mnemonic of “C” and does not have a shortcut key.

10.1.2.16 Work with Another Household Member Menu Item

The menu item will be enabled when the Certification Guided Script window is active. It has a mnemonic of “W” and does not have a shortcut key.

10.1.3 Guided Script Menu Processing

10.1.3.1 Certification Guided Script Menu

Refer to Certification Guided Script Processing for the following

- Demographics
- Health Information
- Height/Weight/Blood
- Immunizations
- VENA
- Risk Factors/High Risk
- Referrals/Other Programs
- Nutrition Education
- Food Prescription
- Create SOAP Note
- CPA-determined Follow-up
- Issue Checks

10.1.3.2 Certification Guided Script Toolbar

Refer to Certification Guided Script Toolbar Processing for the following:

- Review Certification for Errors
- End Certification
- Close Certification

10.1.3.3 Work with Another Household Member

Upon selection of Work with Another Household Member, the system will check for additional household members. If there are no other household members associated with the selected participant's household ID, the system will invoke a standard message with the message text, "No additional members exists for this household." Upon dismissing the message, the system will return to the participant's guided script.

If additional members are found with the associated household ID, the system will display the Work with Another Household Member (Certification Guided Script) dialog defined in Common Interface Panels Chapter B - Work with Another Household Member

10.2 Toolbar Exceptions

The Guided Script Toolbar buttons become enabled when the Certification Guided Script is active.

10.2.1 Certification Guided Script Toolbar

The Certification Guided Script toolbar buttons allow the user to perform functions specific to Certification reviewing, ending, and closing a certification for a participant.



Figure 1 - Certification Guided Script Toolbar

10.2.1.1 Review Certification for Errors Toolbar Button

The toolbar button will be enabled when the Certification Guided Script window is active. It has a tool tip text of “Review Certification for Errors”.

10.2.1.2 End Certification Process Toolbar Button

This toolbar button allows the user to end the certification attempt without issuing checks for the participant. This allows for circumstances where checks would not be issued even though the participant was certified. The toolbar button will be enabled when the Certification Guided Script window is active. It has a tool tip text of “End Certification Process”.

10.2.1.3 Close Guided Script Toolbar Button

The toolbar button will be enabled when the Certification Guided Script window is active. It has a tool tip text of “Close Certification”.

10.2.2 Certification Guided Script Toolbar Processing

10.2.2.1 Review Certification for Errors

Upon selection of the Review Certification for Errors toolbar button or menu item, the system will invoke the Review Certification for Errors process.

10.2.2.2 End Certification Process

Upon selection of the End Certification Process toolbar button or menu item, if the user does not have the appropriate permissions (Certification.FullControl), the system will invoke a standard error message with the text “You do not have the necessary permissions to update Certification. Please see the supervisor.”

If the user has necessary permissions (Certification.FullControl), the system will run the Review Certification for Errors process and invoke the Review Certification for Errors event log if errors are found.

When the above-listed edits are satisfied, the system will display a standard message with the text “Certification information is correct/”. The system will then determine if the participant is adjunctively, presumptively, or income eligible for WIC benefits. In addition, the system will determine if at least one (1) risk factor was assigned to the participant for the current certification attempt. If any of these conditions are not met, the system will invoke the Mark Applicant As Ineligible dialog.

When the participant is found to be eligible, the system will determine if the participant meets the criteria to be served in case of a waiting list situation. If the participant does not meet the currently serving criteria, the system will invoke the Add Participant to Waiting List dialog described in Clinic Chapter 02 – Waiting List.

When the participant is found to be eligible and is not placed on the waiting list, the system will invoke the Participant is Certified dialog.

10.2.2.3 Close Guided Script

Upon selection of the Close Guided Script Toolbar Button or menu item, the Certification Guided Script window will be closed and the system will return to the Participant List window.

10.3 Certification WIC Category

The Certification WIC Category dialog is automatically displayed before the Certification Guided Script window for a woman participant who has been previously certified or is currently certified and is attempting to re-certify for WIC.

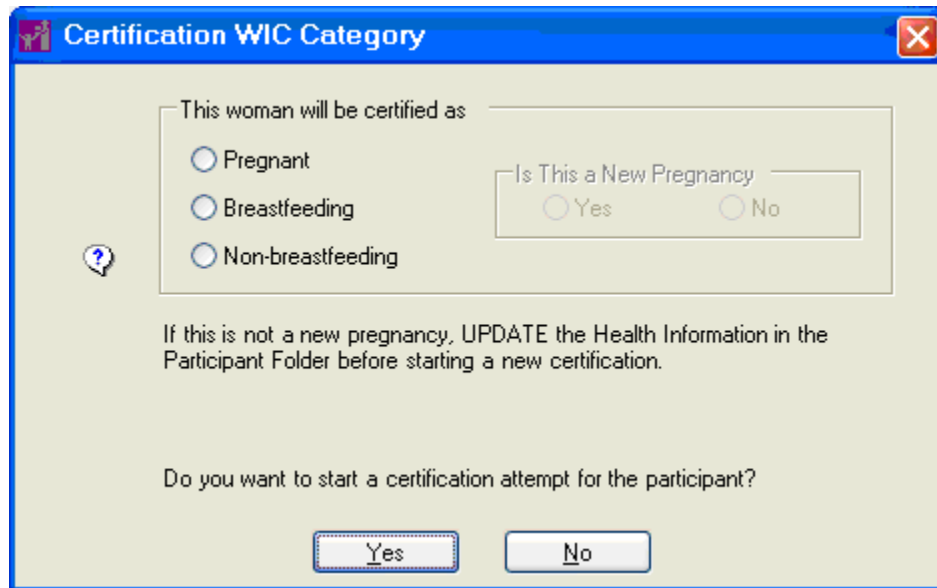


Figure 2 - Certification WIC Category Dialog

10.3.1 Controls

10.3.1.1 This woman will be certified as Radio Button Group

The radio button group will be enabled when the Certification WIC Category dialog is active and the participant has been previously certified or is currently certified and the participant is being recertified within 45 days prior to her certification end date.

The radio button group will be disabled when the Certification WIC Category dialog is active and the participant is currently certified as postpartum (Breastfeeding or Non-Breastfeeding) and the participant is being recertified more than 45 days before her certification end date.

If the option is disabled it will default to Pregnant. Otherwise, the user must make a selection for this control.

It will consist of the following radio buttons:

- Pregnant
- Breastfeeding

- Non-Breastfeeding

When a selection is made in this control the current selection in the Is This a New Pregnancy radio button group will be cleared when it is enabled. The current selection in the Is This a New Pregnancy radio button group will be set to YES when it is disabled.

10.3.1.2 Is this a new pregnancy Radio Button Group

It will consist of the following radio buttons:

- Yes
- No

When the Certification WIC Category window is active, this radio button group will be enabled and no radio button will default as selected except when the following conditions apply:

Conditions	Enabled	Default
The participant is currently certified as postpartum, is being recertified more than 45 days before their certification end date.	No	Yes radio button
No selection has been made in the This woman will be certified as radio button group.	No	{none}
The previous certification attempt was not completed, and the incomplete certification attempt was either terminated for the reason <i>No Nutritional Need</i> or the attempt was marked as ineligible for either the reason <i>Over Income</i> or <i>Certification attempt not completed in time</i> .	Yes	Yes radio button
The Pregnant radio button is selected in the This woman will be certified as radio button group.	No	Yes radio button

Conditions	Enabled	Default
The participant is currently certified as Pregnant, the Non-breastfeeding radio button is selected in the This woman will be certified as radio button group, and the difference between the current system date and the Expected Delivery Date of the participant is 9 months or more. This is considered a new pregnancy.	No	Yes radio button
The participant is currently certified as Pregnant, the Non-breastfeeding radio button is selected in the This woman will be certified as radio button group, and the difference between the current system date and the Expected Delivery Date of the participant is under 9 months.	Yes	{none}
The participant is currently certified as Non-breastfeeding, the Non-breastfeeding radio button is selected in the This woman will be certified as radio button group.	No	Yes radio button
The participant is currently certified as Breastfeeding, the Non-breastfeeding radio button is selected in the This woman will be certified as radio button group, and the difference between the current system date and the Actual Delivery Date of the participant is more than 6 months. This is considered a new pregnancy.	Yes	Yes radio button
The participant is currently certified as Breastfeeding, the Non-breastfeeding radio button is selected in the This woman will be certified as radio button group, and the difference between the current system date and the Actual Delivery Date of the participant is 6 months or less.	Yes	{none}

Conditions	Enabled	Default
The participant is currently certified as Pregnant, the Breastfeeding radio button is selected in the This woman will be certified as radio button group, and the difference between the current system date and the Expected Delivery Date of the participant is more than 15 months. This is considered a new pregnancy.	No	Yes radio button
The participant is currently certified as Pregnant, the Breastfeeding radio button is selected in the This woman will be certified as radio button group, and the difference between the current system date and the Expected Delivery Date of the participant is 15 months or less.	Yes	{none}
The participant is currently certified as Breastfeeding, the Breastfeeding radio button is selected in the This woman will be certified as radio button group, and the difference between the current system date and the Actual Delivery Date of the participant is more than 12 months. This is considered a new pregnancy.	No	Yes radio button
The participant is currently certified as Breastfeeding, the Breastfeeding radio button is selected in the This woman will be certified as radio button group, and the difference between the current system date and the Actual Delivery Date of the participant is 12 months or less.	Yes	{none}

Conditions	Enabled	Default
The participant is currently certified as Non-breastfeeding, the Breastfeeding radio button is selected in the This woman will be certified as radio button group, and the difference between the current system date and the Actual Delivery Date of the participant is more than 12 months. This is considered a new pregnancy.	No	Yes radio button
The participant is currently certified as Non-breastfeeding, the Breastfeeding radio button is selected in the This woman will be certified as radio button group, and the difference between the current system date and the Actual Delivery Date of the participant is 12 months or less.	Yes	{none}

10.3.1.2.1 Edits

If the option is disabled it will default to Yes. Otherwise, the user must make a selection for this control.

10.3.1.3 Yes Button

The Yes button will be enabled when the Certification WIC Category dialog is active. It has a mnemonic of “Y” and is the default button for the window.

10.3.1.4 No Button

The No button will be enabled when the Certification WIC Category dialog is active. It has a mnemonic of “N” and is the cancel button for the window.

10.3.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Certification WIC Category dialog.

10.3.2.1 Initializing the Interface

Conditions	Enabled	Default
The participant is currently certified, is being recertified within 45 days of her certification end date	Yes	{none}
The participant is currently certified as postpartum, is being recertified more than 45 days before her certification end date	No	Pregnant radio button

10.3.2.2 Begin Certification

Upon selection of the Yes button, the system assigns the WIC Category selected in the Certification WIC Category window to the new certification. The system invokes the [Certification Guided Script](#) and creates a new certification record for the member in the CertContact entity as described in the [Certify Participant](#) section below. The selected WIC Category value is used to update the Member entity as described in the [Certify Participant](#) section below.

If Yes is selected in the Is this a new pregnancy Radio Button Group the system will then create a new pregnancy record for the participant. If No is selected in the Is this a new pregnancy Radio Button Group the system will link the previous pregnancy record to the new certification record.

10.4 Certification Guided Script

The Certification Guided Script window allows the user to view the steps that have been taken for the current certification attempt for the participant. It also allows the user to view current information and assigned risk factors for the participant. It is invoked in response to the following user actions:

- Selection of the [Certification menu item](#) on the Participant Activities menu described in *Clinic Chapter 09 - Participant Folder*
- Selection of the [Certification toolbar button](#) on the system toolbar described in *Chapter 09 - Participant Folder*

Risk Factor	Description
-------------	-------------

Figure 3 - Certification Guided Script Window

10.4.1 Controls

This section describes the behavior of the controls on the Certification Guided Script window.

10.4.1.1 Certification Guided Script Links and Check Boxes

A link for each section of the Certification Guided Script will be displayed. A system-controlled check box will be displayed to indicate whether or not the link has been accessed.

The links on the Certification Guided Script are displayed are as follows:

- Demographics
- Health Information
- Height, Weight and Blood
- Immunizations
- VENA
- Risk Factors/High Risk
- Referrals/Other Programs
- Nutrition Education
- Food Prescription
- Create SOAP Notes
- CPA-determined Follow-up
- Issue Checks

All links listed with the exception of the Immunizations link are enabled when the Certification Guided Script window is active.

The Immunizations link will only be enabled when the WIC Category of the Participant is an Infant or a Child. If the WIC Category is Pregnant, Breastfeeding, or Non-breastfeeding, the link is disabled.

The icon displayed with the link is determined by the value displayed for that item in the GSControl entity. If the value = 'Y', an icon of a check box with a check will display. If the value = 'N', an icon of an empty check box will display.

The check box icon is not an updatable control. This control can only be modified by the system.

The Certification Guided Script window will refresh the icons each time it gets focus.

10.4.1.2 High Risk Check Box

The check box will be disabled when the Certification Guided Script window is active. It will be marked if a risk factor is present for the certification attempt that indicates high risk or the user has marked the High Risk check box on the Risk Factors/High Risk window.

10.4.1.3 Issuance Frequency Text and Value Label

The value label will display the Description from the ReferenceDictionary entity where the ReferenceDictionary.Category = 'ISSUEFREQ' and the RefereneDictionary.ExternalID equal to the Member.IssuanceFrequency for the currently selected Member.StateWICID.

10.4.1.4 Education Follow-up Value Label

The value label will display the Description from the ReferenceDictionary entity where the ReferenceDictionary.Category = 'FLLWUPFREQ' and the RefereneDictionary.ExternalID equal to the Member.FollowUpFrequency for the currently selected Member.StateWICID.

10.4.1.5 Education Method Value Label

The value label will display the Description from the ReferenceDictionary entity where the ReferenceDictionary.Category = 'NEMETHOD' and the RefereneDictionary.ExternalID equal to the Member.FollowUpMethod for the currently selected Member.StateWICID.

10.4.1.6 Group Education Topic Value Label

The value label will display the Description from the ReferenceDictionary entity where the ReferenceDictionary.Category = 'GRPEDTOPIC' and the RefereneDictionary.ExternalID equal to the Member.FollowUpTopic for the currently selected Member.StateWICID.

10.4.1.7 Risk Factors Display Grid

The display grid will be enabled when the Certification Guided Script window is active. It will consist of the following columns:

- Risk Factor
- Description

The grid will contain an entry for each risk factor assigned to the current certification attempt. The entries will be sorted in ascending order according to the value of the Risk Factor column. The data in the grid is read-only.

10.4.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Certification Guided Script window.

10.4.2.1 Edits

If the user does not have the appropriate permissions to any of the Certification Guided Scripts menu options, the system will invoke a standard error message with the text “You do not have the necessary permissions to update {control label}. Please see the supervisor.”

Appropriate permissions include the following:

- (Demographics.Add or FullControl)
- (Health Information.Add or FullControl)
- (Height/Weight and Blood.Add or FullControl)
- (Immunizations.Add or FullControl)
- (VENA History.Add or FullControl)
- (Risk Factors.Add or FullControl)
- (Referrals.Add or FullControl)
- (Nutrition Education.Add or FullControl)
- (Food Prescriptions.Add or FullControl)
- (SOAP Notes.Add or FullControl)
- (CPA Follow-Up.Add or FullControl)
- (Check Issuance.Add or FullControl)
- (Income History.Add or FullControl)

10.4.2.2 Certification Guided Script Processing

10.4.2.2.1 Demographics

Upon selection of the Demographics link or menu item, the system will invoke the Demographic Information dialog as described later in this document.

10.4.2.2.2 Health Information

Upon selection of the Health Information link or menu item, if the participant has a WIC Category of Infant or Child the system will invoke the Child Health Information dialog as described later in this document.

If the participant has a WIC Category of Pregnant, the system will invoke the Pregnancy sub-tab of the Woman Health Information dialog as described later in this document.

If the participant has a WIC Category of Breastfeeding or Non-breastfeeding, the system will invoke the Postpartum sub-tab of the Woman Health Information dialog as described later in this document.

10.4.2.2.3 Height, Weight, and Blood

Upon selection of the Height, Weight, and Blood link or menu item, the system will invoke the Height/Weight and Blood Work dialog as described later in this document.

10.4.2.2.4 Immunizations

Upon selection of the Immunizations link or menu item, the system will invoke the Immunizations dialog as described later in this document.

10.4.2.2.5 VENA

Upon selection of the VENA link or menu item, the system will invoke the VENA dialog as described later in this document.

10.4.2.2.6 Risk Factors/High Risk

Upon selection of the Risk Factors/High Risk link or menu item, the system will invoke the Risk Factors/High Risk dialog as described later in this document.

10.4.2.2.7 Referrals/Other Programs

Upon selection of the Referrals/Other Programs link or menu item, the system will invoke the Referrals/Other Programs dialog as described later in this document.

10.4.2.2.8 Nutrition Education

Upon selection of the Nutrition Education link or menu item, the system will invoke the Nutrition Education Contact dialog as described later in this document.

10.4.2.2.9 Food Prescription

Upon selection of the Food Prescription link or menu item, if a food prescription does not exist for the participant and the participant has a WIC Category of Child, Pregnant, Breastfeeding, or Non-breastfeeding, the system will invoke the Food Prescription dialog described in Common Interface Panels - Chapter L - Food Prescription.

If a food prescription does not exist for the participant and the participant has a WIC Category of Infant, the system will invoke the Select Formula dialog described in Common Interface Panels Chapter L - Food Prescription.

If a food prescription exists for the participants WIC Category and the current system date, the system will invoke the Food Prescription dialog described in this document.

10.4.2.2.10 Create SOAP Notes

Upon selection of the Create SOAP Notes link or menu item, the system will invoke the Create SOAP Notes dialog described Chapter 09 – Participant Folder.

10.4.2.2.11 CPA-determined Follow-up

Upon selection of the CPA-determined Follow-up link or menu item, the system will invoke the CPA-determined Follow-up dialog described in this document.

10.4.2.2.12 Issue Checks

Upon selection of the Issue Checks link or menu item, the system will verify that all the necessary data for Ending a Certification has been provided as described in this document.

If a member of the household is an infant or a child and is currently breastfeeding the system will verify the Verified Date is equal to the current system date. If the date is not equal to the current system date, the system will invoke a standard error message “Checks will not be issued for participants {StateWICID} {Last Name}, {First Name}.

REASON: The participant is currently marked as breastfeeding now. Please go to the Child Health Information tab and verify the breastfeeding status. Checks cannot be issued until the breastfeeding status is verified.”

If the Homeless check box is checked and the Homeless Verified Date is 30 days prior to the current system date, the system will invoke a standard error message “Checks will not be issued for participants {StateWICID} {Last Name}, {First Name}

REASON: The participant is currently marked as homeless. Please go to the Demographics tab and verify the homeless status. Checks cannot be issued until the homeless status is verified.”

If the difference between the last date to use attribute on the member entity and the system date is not 27 days or less for any participant in the household, the system will invoke a standard error message “Checks will not be issued for participants {StateWICID} {Last Name}, {First Name}

REASON: The difference between the Last Date to Use and the current system date is not 27 days or less.”

If the system is configured to capture an electronic signature for the Rights and Responsibilities statement, and a signature was not recorded any participant in the household, the system will invoke a standard error message “Checks will not be issued for participant {StateWICID} {Last Name}, {First Name}”

REASON: An electronic signature must be captured for their Rights and Responsibilities statement.”

The system will invoke the Issue Checks window described in Chapter 11 - Food Instrument Production.

10.5 Demographic Information

The Demographic Information dialog contains three sub-tabs for collecting information about a participant. The dialog is invoked when selecting Demographics on the Guided Script window.

The Demographics sub-tab of the Demographic Information dialog allows the user to enter demographic information about the participant. It is invoked in response to the following user actions:

- Selection of the Demographics menu item on the Certification Guided Script menu
- Selection of the Demographics link on the Certification Guided Script window

Figure 4 –Demographic Information Dialog - Demographics Sub-tab

Figure 5 - Demographic Information Dialog - Additional Info 1 Sub-tab

Figure 6 - Demographic Information Dialog - Additional Info 2 Sub-tab for Infant/Child

Demographics Information

Household Language(s)

☐ Need Interpreter Correspondence Preference: Spanish

Language1: English ☒ Read ☒ Spoken

Language2: ☐ Read ☐ Spoken

Authorized Representative Name

Last: NAP First: DY MI: C

Alternate Representative/Proxy 1 Name

Last: NAP First: DY MI: C

Alternate Representative/Proxy 2 Name

Last: NAP First: DY MI: C

Woman Additional Information

Marital Status: Single

Education Level: 12th Grade

Register to Vote:

Application Date: 05/14/2001 Termination Reason: N/A Termination Date: N/A

Ineligibility Reason: N/A Ineligibility Determined Date: N/A

WIC Priority: 3 Waiting List Begin Date: N/A

OK Cancel

Figure 7 - Demographic Information Dialog - Additional Info 2 Sub-tab for Woman

10.5.1 Controls

The standard controls for this panel are defined in Common Interface Panels [Chapter A - Demographic Information Panels](#). In addition to the standard controls, additional controls are used when the dialog is presented in Certification Guided Script.

10.5.1.1 Monthly Income Value Label

The Monthly Income Value label will be enabled when the Demographics Information dialog is active. The value label will display the monthly total for all of the line items comprising the income screening contact associated with the current certification attempt. It will display in the inverse color of the form.

10.5.1.2 Income Calculator Button

The Income Calculator Button will be enabled when the Demographics Information dialog is active. It will have a picture of a calculator keypad and does not have a mnemonic. It will have the ToolTip text of "Use the Income Calculator".

10.5.1.3 OK Button

The OK button will be enabled when the Demographic Information dialog is active. (See *Edits* and *Saving the Data* in the Processing section below) Characteristics for the OK button are defined in [Consistencies](#).

10.5.1.4 Cancel Button

The Cancel button will be enabled when the Demographic Information Dialog is active. It will be displayed on the dialog along with the Demographic Information panel.

10.5.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Demographic Information dialog.

10.5.2.1 Initializing the Interface

Upon initial display of the Demographics Information Dialog, the title bar text is set to "Demographics Information".

The OK and Cancel buttons are displayed.

Household Smoking is set to blank for each new certification attempt.

TV/Video Viewing is enable is participant is a child of two years old or older and is set to blank for each new certification attempt.

10.5.2.2 Income Calculator processing

Upon selection of the Income Calculator button, if the user does not have the appropriate permissions (Income History.Add or FullControl), the system will invoke a standard error message with the text "You do not have the necessary permissions to update income. Please see the supervisor."

Once the edits are satisfied, the system will invoke the Income Calculator dialog described in Chapter D - Income Calculator.

10.5.2.3 Edits

Edits for the controls are performed upon confirmation of the Demographic Information Dialog, and are not performed when switching among the sub-tabs.

Upon Selection of the OK button, the system will validate the controls on the Demographics sub-tab, Additional Info 1 sub-tab, and the Additional Info 2 sub-tab. The validations are defined within the Processing section of the respective sub-tab in Chapter A - Demographic Information Panels.

If the selection “Not a resident of {your state}” (key value “J”) is selected in the Residency Proof dropdown or the participant is determined to be ineligible (categorically, income, or residency) based on the demographic information entered on the Demographic Information dialog, the system will display the Mark Applicant As Ineligible dialog.

If the value in the Physically Present dropdown is “No” and the Reason Not Present Dropdown is blank, the system will invoke a standard error message with the message text, “A selection is required in the {control label}.”

The system will set the GSControl. DEMOGRAPHICSENTERED value to ‘Y’

10.5.2.4 Saving the Data

Upon successful completion of the edits for sub-tabs on the Demographic Panels as defined in [Chapter A – Demographic Information Panels](#):

10.5.2.5 Cancel

Upon selection of the Cancel button, the system will dismiss the Demographic Information dialog and return to the Certification Guided Script window without invoking edit routines or saving any changed data.

10.6 Child Health Information (Infant, Child)

The Child Health Information dialog allows the user to enter health information about the infant or child participant.

Figure 8 - Child Health Information Dialog

10.6.1 Controls

The standard controls for the Child Health Information dialog are defined in Common Interface Panels *Chapter E - Health Information – [Child Health Information](#)*. In addition to the standard controls, other controls are used when the panels are loaded on the Child Health Information dialog

10.6.1.1 OK Button

The OK button will be enabled when the Child Health Information dialog is active. (See the *Edits* and *Saving the Data* in the Processing section below) Characteristics for the OK button are defined in [Consistencies](#).

10.6.1.2 Cancel Button

This control allows the user to discard any changes made to the health information values and exit the Child Health Information dialog. The Cancel button will be enabled when the Child Health Information dialog is active.

10.6.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Child Health Information dialog.

10.6.2.1 Initializing the Interface

Upon initial presentation of the dialog,

The title bar text will be set to “Child Health Information”

10.6.2.2 OK

Upon selection of the OK button, the system will invoke the edit routines defined in Common Interface Panels [Chapter E – Health Information](#).

The system will set the GSControl HEALTHINFOENTERED value to ‘Y’

The system will refresh the Certification Guided Script window to display the Check Mark icon next to the Health Information link

10.6.2.3 Saving the Data

The system will save the data as defined in Common Interface Panels [Chapter E – Health Information](#).

10.7 Woman Health Information - Pregnancy Info Sub-tab

The Pregnancy Info tab of the Woman Health Information window allows the user to enter health information for a woman participant with a WIC Category of Pregnant. If the woman participant has a WIC Category of Breastfeeding or Non-breastfeeding and was certified as Pregnant for her most recent pregnancy, the information on the Pregnancy tab will be viewable but may not be updated. The Pregnancy tab is invoked in response to the following user actions when the participant being processed is Pregnant, Breastfeeding, or Non-breastfeeding:

- Selection of the Health Information menu item on the Guided Script menu
- Selection of the Health Information link on the Certification Guided Script window
- Selection of the Pregnancy Info tab while the Woman Health Information window is active

Woman Health Information

Current Pregnancy Information

☐ Expecting Multiple Births Expected Delivery / /

☐ Planned C-section LMP Start Date / /

☐ Has Not Received Prenatal Care Date Prenatal Care Began / /

Pre-pregnancy Weight

Pre-pregnancy Height

Age at Conception

Previous Pregnancy Information

Number of Pregnancies Number of Live Births Number of WIC Pregnancies

Number of Pregnancies 20 or more Weeks Last Pregnancy Ended / /

Multivitamin Consumption

Month Prior to Pregnancy During Pregnancy

Cigarette Usage

Per Day - 3 Months Prior to Pregnancy

Per Day - Current

Smoking Change

Alcohol Intake

Drinks/Week - 3 Months Prior to Pregnancy

Drinks/Week Current

Pregnancy History

☐ Low Birth Weight ☐ Premature Birth ☐ History of Fetal or Neonatal Loss

OK Cancel

Figure 9 - Woman Health Information Window (Pregnancy Info Tab)

10.7.1 Controls

The controls for the Woman Health Information Pregnancy info Sub-tab dialog are defined in Common Interface Panels *Chapter E - Health Information* – [Woman Health Information Pregnancy Sub-tab](#).

10.7.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Woman Health Information Pregnancy info Sub-tab dialog.

The system will load the panel, initialize the interface, display data, perform edits, processing and saving of the data as defined in Common Interface Panels Chapter E - Health Information – Woman Health Information Pregnancy Sub-tab.

10.8 Woman Health Information - Postpartum Info Sub-tab

The Postpartum Info tab of the Woman Health Information window allows the user to enter health information pertinent to a woman participant with a WIC Category of Breastfeeding or Non-breastfeeding. It is invoked when the user selects the Postpartum tab while the Health Information window is active.

Woman Health Information

Postpartum Information

Actual Delivery Date Weight Gained during Pregnancy

Hospital Discharge Date Weight at Delivery

Birthing Facility

☐ C-section Delivery

☐ On WIC during This Last Pregnancy

☐ Did Not Receive Prenatal Care

Date Prenatal Care Began Infant(s) Born from This Pregnancy

Cigarette Usage

Per Day - Last 3 Months of Pregnancy

Per Day - Current

Smoking Change

Alcohol Intake

Drinks/Week - Last 3 Months of Pregnancy

Drinks/Week Current

Pregnancy History

☐ Low Birth Weight ☐ Premature Birth ☐ History of Fetal or Neonatal Loss

Figure 10 - Woman Health Information (Postpartum Info Tab)

10.8.1 Controls

The controls for the Child Health Information dialog are defined in Common Interface Panels *Chapter E - Health Information* – [Woman Health Information Postpartum Info Sub-tab](#).

10.8.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Child Health Information dialog.

The system will load the panel, initialize the interface, display data, perform edits, processing and saving of the data as defined in Common Interface Panels *Chapter E - Health Information* – [Woman Health Information Postpartum Info Sub-tab](#).

10.9 Height/Weight and Blood Work (Height/Weight Sub-tab)

The Height/Weight sub-tab of the Height/Weight and Blood Work window allows the user to view, add, or edit anthropometric measurements for the participant. It is invoked in response to the following user actions:

- Selection of the Height/Weight/Blood menu item on the Guided Script menu
- Selection of the Height, Weight, and Blood link on the Certification Guided Script window
- Selection of the Height/Weight sub-tab while the Height/Weight and Blood Work window is active

Measurement	Age at Measu	Inches	Eighths	Measurement	Pounds	Ounces	Body Mass In	Possible Incon
05/19/1998	23 days	24	2	Recumbent	15	2	18.004%	
10/31/1997	6 months and	20	2	Recumbent	6	13	11.629%	

Growth Grids Add... Edit Close

Figure 11 - Height/Weight and Blood Work Dialog (Height/Weight Sub-tab)

10.9.1 Controls

The standard controls for this dialog are defined in Common Interface Panels [Chapter G – Height Weight and Bloodwork](#). In addition to the standard controls, an additional control is used when the dialog is presented in Certification Guided Script.

10.9.1.1 Close Button

The Close button will be enabled when the Height/Weight and Blood Work dialog is active. Characteristics for the Close button are defined in [Consistencies](#).

10.9.2 Processes

In addition to the standard processes, the following processes take place as a result of actions taken on the Height/Weight and Blood Work dialog.

10.9.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text is set to “Height/Weight and Blood Work”

The Close button is loaded in addition to the standard controls defined in Common Interface Panels Chapter G – Height Weight and Bloodwork are loaded.

10.9.2.2 Close

Upon Selection of the Close button, the system will dismiss the Height/Weight and Blood Work dialog and return to the Certification Guided Script window

The system will set the GSControl.HWBEntered value to ‘Y’

The system will refresh the Certification Guided Script window to display the Check Mark icon next to the Height, Weight, and Blood link.

10.10 Height/Weight and Blood Work (Blood Sub-tab)

The Blood sub-tab of the Height/Weight and Blood Work window allows the user to view, add, or edit blood work results for the participant. It is invoked when the user selects the Blood sub-tab while the Height/Weight and Blood Work window is active.

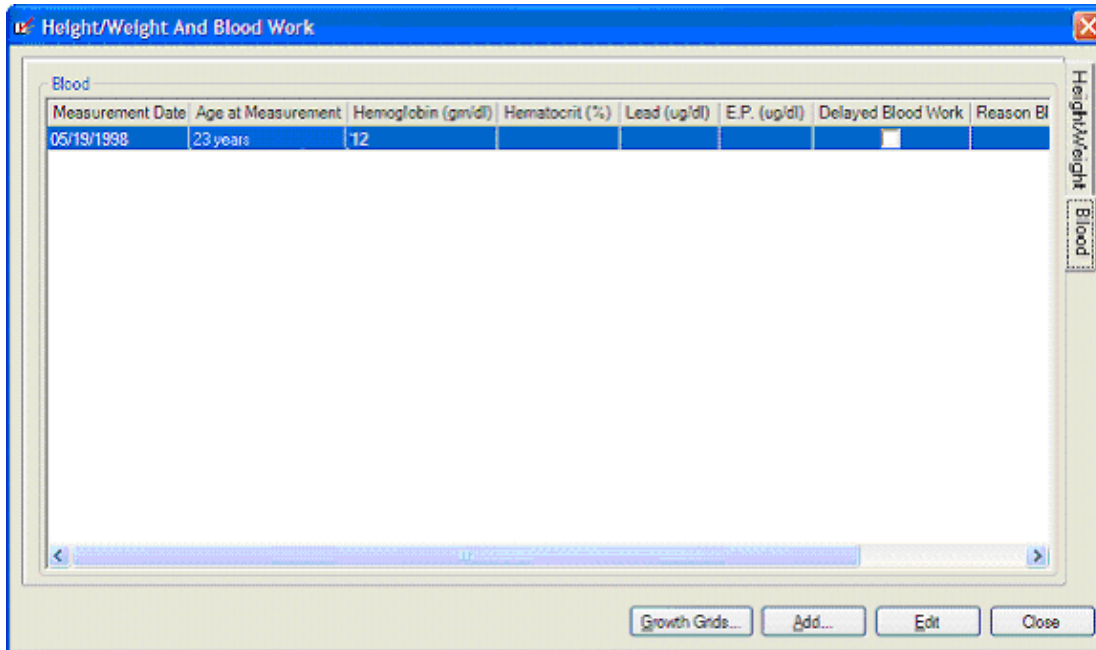


Figure 12 - Height/Weight/Blood Window (Blood Sub-tab)

10.10.1 Controls

The controls for this dialog are defined in Common Interface Panels *Chapter G – Height Weight and BloodWork – Blood Sub-tab*. In addition to the standard controls, an additional control is used when the dialog is presented in Certification Guided Script.

10.10.1.1 Close Button

The Close button will be enabled when the Height/Weight and Blood Work dialog is active. Characteristics for the Close button are defined in [Consistencies](#).

10.10.2 Processes

In addition to the standard processes, the following processes take place as a result of actions taken on the Height/Weight and Blood Work dialog.

10.10.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text is set to “Height/Weight and Blood Work”

The Close button is loaded in addition to the standard controls defined in Common Interface Panels Chapter G – Height Weight and Bloodwork are loaded.

10.10.2.2 Close

Upon Selection of the Close button, the system will dismiss the Height/Weight and Blood Work dialog and return to the Certification Guided Script window

The system will set the GSControl.HWBEntered value to ‘Y’

The system will refresh the Certification Guided Script window to display the Check Mark icon next to the Height, Weight, and Blood link.

10.11 Immunizations

The Immunizations dialog allows the user to view a listing of the immunizations that the participant has received and see when future doses are due. The user will be able to add immunization records, delete immunization records, or edit any immunization records entered by the WIC program. The Immunizations dialog also allows the user to print a [Vaccine Coverage Report](#) for the participant as defined in the Common Interface Panels *Chapter I - Immunizations*. The Immunizations dialog is invoked in response to the following user actions:

- Selection of the Immunizations menu item on the Guided Script menu as described in this document.
- Selection of the Immunizations link on the Certification Guided Script window as described in this document.

Series	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6	Dose 7
DTP	07/05/2000 DT	07/05/2000 DTP*					
HBIG							
Hep B	05/15/1998 Hep B*						
HIB	07/05/2000 HIB PRP-D *						
MMR							
Polio							
VAR							

Figure 13 - Immunizations Dialog

10.11.1 Controls

The standard controls for this dialog are defined in Common Interface Panels [Chapter I – Immunizations](#). In addition to the standard controls, an additional control is used when the dialog is presented in Certification Guided Script.

10.11.1.1 Close Button

The Close button will be enabled when the Immunizations dialog is active. Characteristics for the Close button are defined in [Consistencies](#).

10.11.2 Processes

In addition to the standard processes, the following processes take place as a result of actions taken on the Immunizations dialog.

10.11.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text is set to “Immunizations”.

The Close button will be loaded in addition to the standard controls defined in Common Interface Panels Chapter I – Immunizations.

10.11.2.2 Close

Upon selection of the Close button, the system will dismiss the Immunizations dialog and return to the Certification Guided Script window.

The system will set the GSControl.ImmunizationEntered value to ‘Y’.

The system will refresh the Certification Guided Script window to display the Check Mark icon next to the Immunization Link.

10.12 VENA

The VENA Dialog allows the user to view previous responses to VENA questionnaires and allow the user to record a new VENA questionnaire response. It is invoked in response to the following user actions:

- Selection of the VENA menu item on the Guided Script menu
- Selection of the VENA link on the Certification Guided Script window

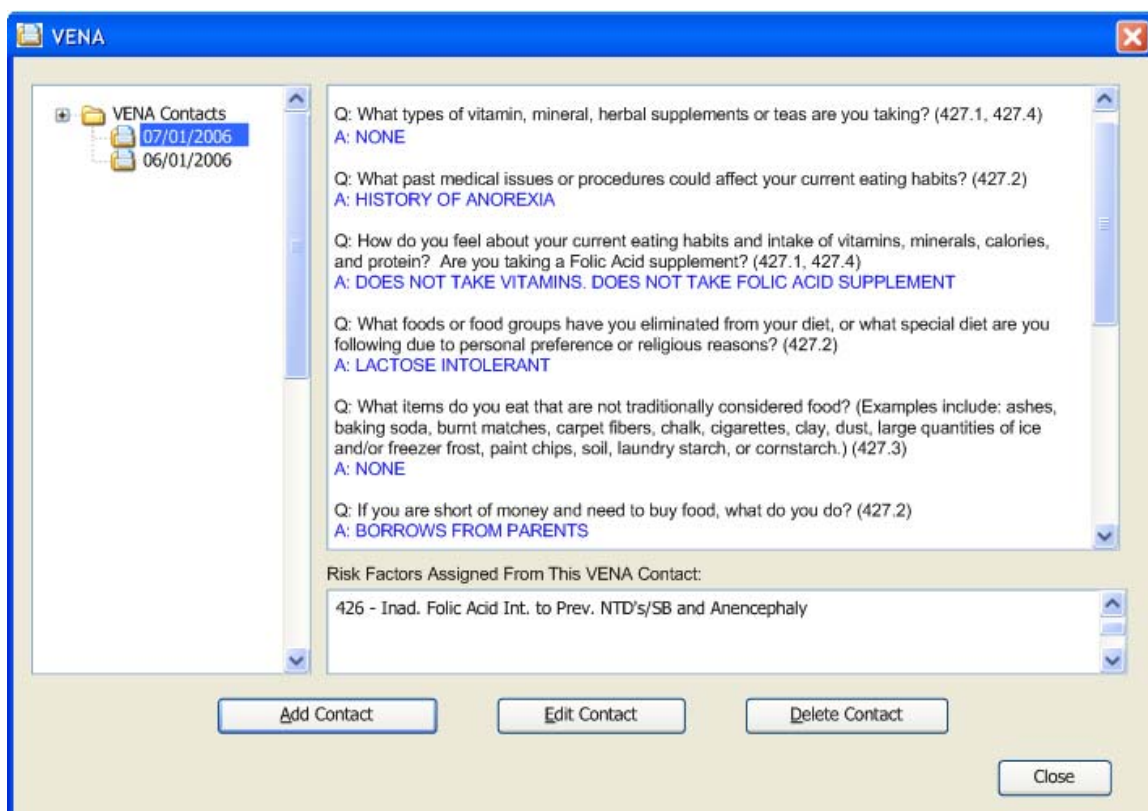


Figure 14 - VENA Dialog

10.12.1 Controls

The standard controls for this dialog are defined in Common Interface Panels [Chapter T – VENA](#). In addition to the standard controls, additional controls are used when the dialog is presented in Certification Guided Script.

10.12.1.1 Edit Button

The Edit button will be enabled when the VENA Dialog is active and a VENA contact for the participant is selected which is equal to the current system date. It will have a mnemonic of “E”.

10.12.1.2 Close Button

The Close button will be enabled when the VENA Dialog is active.
Characteristics for the Close button are defined in [Consistencies](#).

10.12.2 Processes

This section describes the processes (navigation) that take place for the additional controls on the VENA Dialog.

10.12.2.1 Initializing the Interface

Upon initial display of the VENA dialog, the title bar text will be set to “VENA”.

The Edit and Close buttons will be loaded in addition to the common controls defined in Common Interface Panels Chapter T – VENA

10.12.2.2 Edit VENA Information

Upon selection of the Edit button, the system will invoke the VENA Information dialog in [Edit Mode](#) as described in Common Interface Panels *Chapter T – VENA*.

10.12.2.3 Close

Upon selection of the Close button, the system will dismiss the VENA dialog and return to the Certification Guided Script window.

The system will set the GSControl.VENAEntered value to ‘Y’

The system will refresh the Certification Guided Script window to display the Check Mark icon next to the Immunization Link

10.13 Risk Factors/High Risk

The Certification Risk Factors window allows the user to view and update the risk factors assigned to the current certification attempt. It is invoked in response to the following user actions:

- Selection of the Risk Factors/High Risk menu item on the Guided Script menu
- Selection of the Risk Factors/High Risk link on the Certification Guided Script window

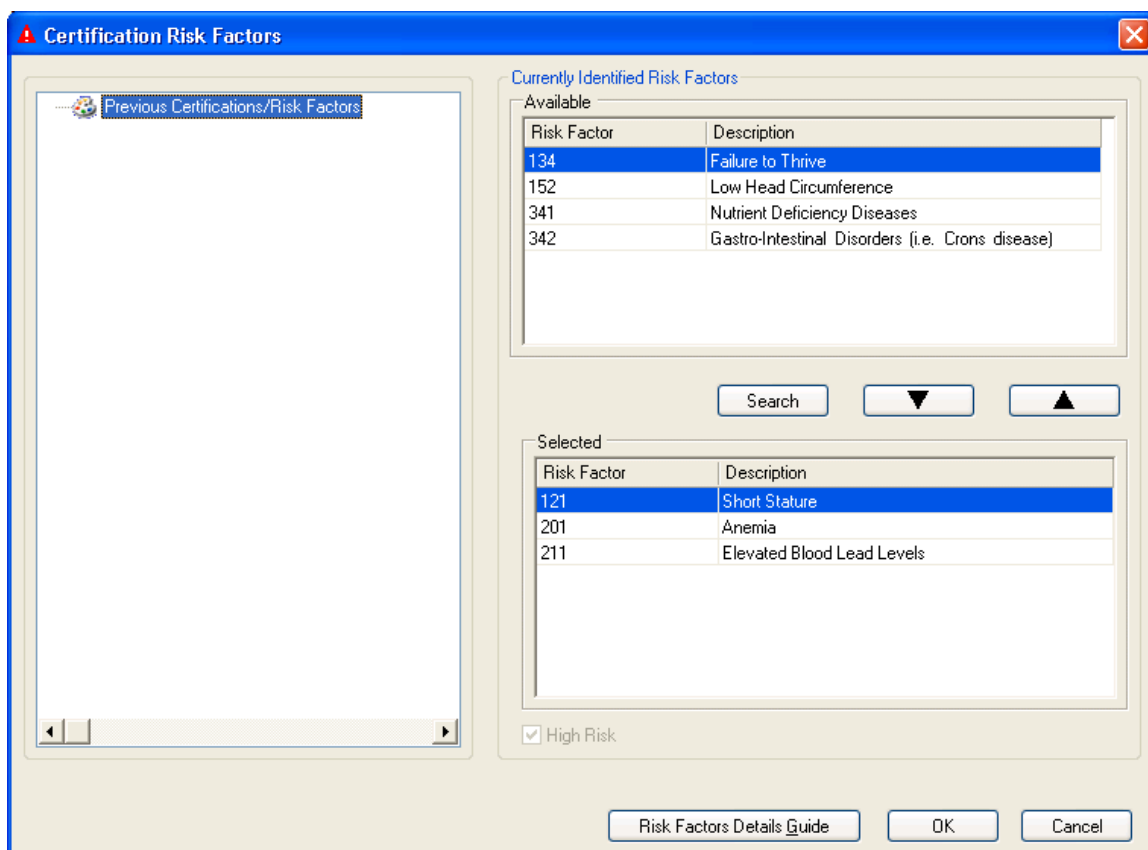


Figure 15 - Certification Risk Factors Window

10.13.1 Controls

The standard controls for this dialog are defined in Common Interface Panels [Chapter K – Risk Factors](#). In addition to the standard controls, additional controls are used when the dialog is presented in Certification Guided Script

10.13.1.1 Available Risk Factors Display Grid (Available)

This control allows the user to view the CPA-determined risk factors that are active and available but have not been selected. It also allows the user to view the risk factors that can be assigned by either the CPA or the system but have not been assigned to the current certification attempt. The display grid will be enabled when the Certification Risk Factors window is active. It will consist of the following columns:

- Risk Factor
- Description

An entry will be added to the grid for each CPA-determined risk factor that is active (where the current system date falls within the active and inactive dates, inclusive), available for the WIC Category of the participant, and has not been assigned to the current certification attempt. An entry will also be added to the grid for each risk factor that can be assigned by either the CPA or the system that is active but has not been assigned to the current certification attempt. The values on the grid are read-only.

10.13.1.2 Search Button

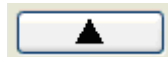
This control allows the user to search for a risk factor in the Available Risk Factors display grid. The Search button will be enabled when the Certification Risk Factors window is active. It has a mnemonic of “S”.

10.13.1.3 Select Button



This control allows the user to add the currently selected risk factor from the Available Risk Factors display grid to the Selected Risk Factors display grid. The Select button will be enabled when an entry is selected in the Available Risk Factors display grid. It has no mnemonic and does not have a shortcut key.

10.13.1.4 Remove Button



This control allows the user to remove the currently selected risk factor in the Selected Risk Factors display grid and place it back in the Available Risk Factors display grid. The Remove button will be enabled when an entry is selected in the Selected Risk Factors display grid that has been added by a CPA. The Remove button will be disabled when an entry is selected in the Selected Risk Factors display grid that was added by the system based upon the participant information. It has no mnemonic and does not have a shortcut key.

10.13.1.5 Selected Risk Factors Display Grid (Selected)

This control allows the user to view the risk factors that have been selected for the current certification attempt. The display grid will be enabled when the Certification Risk Factors window is active. It will consist of the following columns:

- Risk Factor
- Description

An entry will be added to the grid for each risk factor (system-determined and CPA-determined) assigned to the current certification attempt. The values on the grid are read-only.

10.13.1.6 High Risk Check Box

This control allows the user to indicate that the participant is considered to be high risk. The check box will be marked and disabled when a risk factor in the Selected Risk Factors display grid indicates high risk. The check box will be enabled and unchecked when there are no risk factors in the Selected Risk Factors display grid that indicate high risk.

10.13.1.7 Risk Factors Detail Guide Button

This control allows the user to view the Risk Factors Detail Guide section of the on-line help function. The Risk Factors Detail Guide button will be enabled when the Certification Risk Factors window is active. It has a mnemonic of "G".

10.13.1.8 OK Button

The OK button will be enabled when the Certification Risk Factors window is active. (See the *Edits* and *Saving the Data* in the Processing section below) Characteristics for the OK button are defined in [Consistencies](#).

10.13.1.9 Cancel Button

The Cancel button will be enabled when the Certification Risk Factors window is active. (See *Cancel* in the Processing section below). Characteristics for the Cancel button are defined in [Consistencies](#).

10.13.2 Processes

This section describes the processes (navigation) that takes place as a result of the actions taken on the Certification Risk Factors window.

10.13.2.1 Initializing the Interface

Upon initial display of the Risk Factors dialog, the title bar text will be set to "Certification Risk Factors".

The Available Risk Factors grid will display the available risk factors.

The Selected Risk Factors will display all system assigned and CPA assigned risk factors selected for the participant.

The High Risk check will be marked and disabled when a risk factor in the Selected Risk Factors display grid indicates high risk. The check box will be enabled and unchecked when there are no risk factors in the Selected Risk Factors display grid that indicate high risk.

10.13.2.2 Search

Upon selection of the Search button the system will invoke the [Risk Factor Search](#) dialog described in this document.

10.13.2.3 Select Risk Factor

Upon selection of the Select button, the system will check the permissions of the currently logged-on user. If the user does not have appropriate permissions (Risk Factors.Add or FullControl) to add risk factors, the system will invoke a standard error message with the text "You do not have the necessary permissions to Update Risk Factors /High Risk. Please see the supervisor."

If the user has the appropriate permissions, the system will move the selected risk factor from the Available Risk Factor grid to the Selected Risk Factor grid.

10.13.2.4 Remove Risk Factor

Upon selection of the button, the system will check the permissions of the currently logged-on user. If the user does not have appropriate permissions (Risk Factors.FullControl) to remove risk factors, the system will invoke a standard error message with the text "You do not have the necessary permissions to Update Risk Factors /High Risk. Please see the supervisor."

If the user has permissions, the system will move the selected risk factor from the Selected Risk Factor grid to the Available Risk Factor grid.

10.13.2.5 Saving the Data

Upon selection of the OK button, the system will save the values to the database as defined in the Data Map below.

The system will set the GSControl RISKFACTORENTERED value to 'Y'.

The system will dismiss the Certification Risk Factor dialog and return the user to the Certification Guided Script window.

10.13.2.6 Display Risk Factors Details Guide

Upon selection of the Risk Factors Detail Guide button, the system will invoke the on-line help facility with the Risk Factors Details Guide.

10.13.2.7 Data Map

Control Label	Entity	Attribute	Business Rule
Selected List	RiskFactor	RiskFactorID	
	RiskFactor	CreateUser	
	RiskFactor	CreateDate	
	RiskFactor	CreateTime	

A risk factor is added to the Risk Factor table for each one selected. If a high-risk risk factor is selected or the user indicates that the participant is considered to be high risk then the Member table will have its HighRisk attribute updated.

10.14 Risk Factor Search

The Risk Factor Search dialog allows the user to search for a risk factor in the Available Risk Factors display grid on the [Risk Factors/High Risk](#) dialog. It is invoked when the user selects the Search button on the [Risk Factors/High Risk](#) dialog.

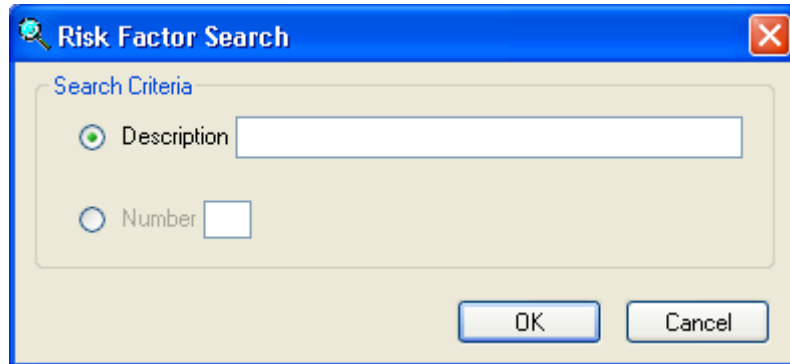


Figure 16 - Risk Factor Search Dialog

10.14.1 Controls

This section describes the behavior of the controls on the Risk Factor Search dialog.

10.14.1.1 Description Radio Button and Text Box

The radio button is enabled when the Risk Factor Search dialog is active. When this radio button is selected, the Description text box will be enabled. Otherwise the text box will be disabled.

10.14.1.2 Number Radio Button and Masked Edit Box

The radio button is enabled when the Risk Factor Search dialog is active. When this radio button is selected, the Number masked edit box will be enabled. Otherwise the masked edit box will be disabled. The masked edit box will only allow entry of numeric characters. The mask for the box will be "###". If less than the maximum allowed number of digits is entered into the masked edit box, it will be padded with preceding zeros.

10.14.1.3 OK Button

The OK button will be enabled when the Risk Factor Search dialog is active. Characteristics for the OK button are defined in [Consistencies](#).

10.14.1.4 Cancel Button

The Cancel button will be enabled when the Risk Factor Search dialog is active. Characteristics for the Cancel button are defined in [Consistencies](#).

10.14.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Risk Factor Search dialog.

10.14.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text will be set to "Risk Factor Search"

The Description radio button will initially be selected.

The Description text box will default to blank.

10.14.2.2 Edits

Upon selection of the OK button, if the Description radio button is selected and an entry has not been made in the Description text box the system will invoke a standard message with the text "An entry is required in the <control label>."

If the Number radio button is selected and an entry has not been made in the Number masked edit box the system will invoke a standard message with the text "An entry is required in the <control label>."

10.14.2.3 Perform Description Search

Upon successful completion of the above-listed edits and the Description radio button is selected, the system will provide a *soft search* for a risk factor in the [Available Risk Factors Display Grid \(Available\)](#) that matches up to the number of characters entered in the Description text box. For example, a soft search for "Ce" would find the first risk factor that contains the letters "Ce" anywhere in its description. The search is not case sensitive.

If a matching risk factor is found the system will display the [Risk Factors/High Risk](#) dialog with the [Available Risk Factors Display Grid \(Available\)](#) positioned to that risk factor.

If a matching risk factor is not found the system will invoke a standard warning message with the text "No risk factors match the entered criteria." Upon dismissing the warning message the system will return to the Risk Factor Search dialog.

10.14.2.4 Perform Number Search

Upon successful completion of the above-listed edits and the Number radio button is selected, the system will search for a risk factor in the [Available Risk Factors Display Grid \(Available\)](#) that matches the number entered in the Number masked edit box.

If a matching risk factor is found the system will display the Risk Factors/High Risk dialog with the Available Risk Factors Display Grid (Available) positioned to that risk factor.

If a matching risk factor is not found the system will invoke a standard warning message with the text “No risk factors match the entered criteria.” Upon dismissing the warning message the system will return to the Risk Factor Search dialog.

10.14.2.5 Cancel

Upon selection of the Cancel button, the system will dismiss the Risk Factor Search dialog and return to the calling window.

10.15 Referrals/Other Programs

The Referrals/Other Programs dialog allows the user to view the previous referrals made to agencies external to WIC and add new referrals. Additionally, the user may view and adjust the other programs in which the participant participates. It is invoked in response to the following user actions:

- Selection of the Referrals/Other Programs menu item on the Guided Script menu
- Selection of the Referrals/Other Programs link on the Certification Guided Script window

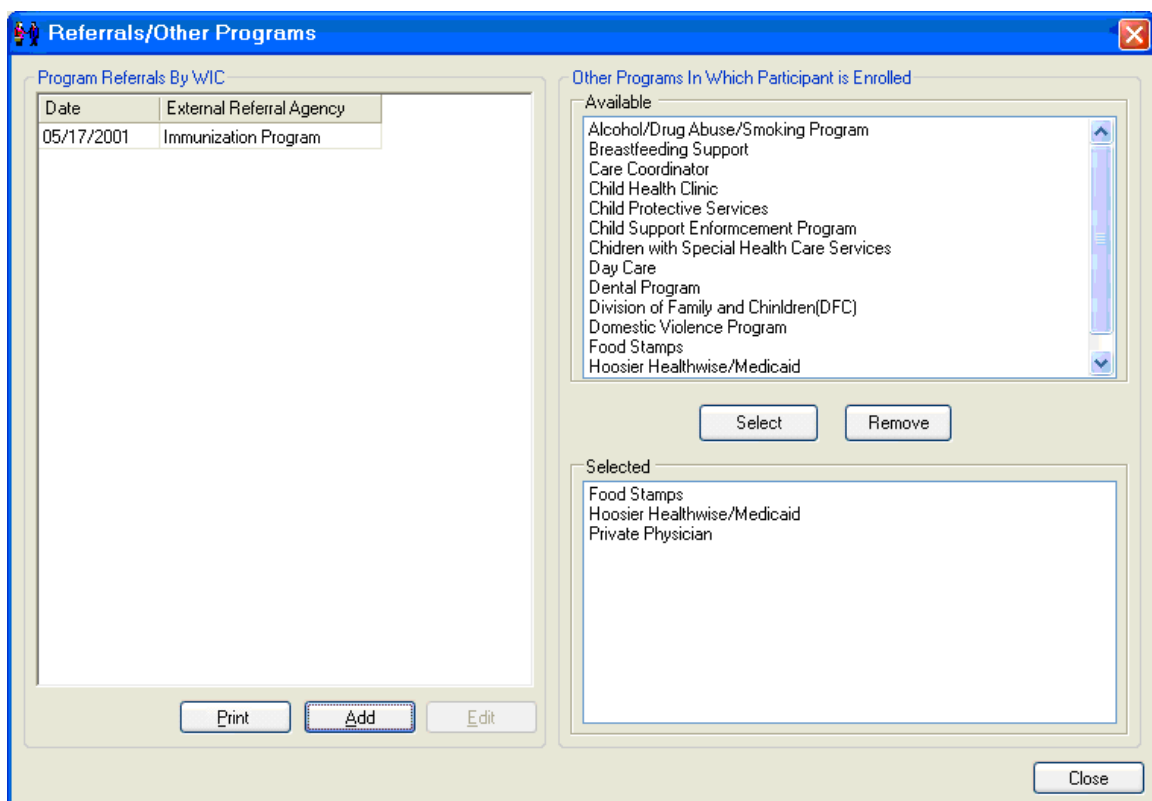


Figure 17 - Referrals/Other Programs Dialog

10.15.1 Controls

The standard controls for this panel are defined in Common Interface Panels [Chapter M - Referrals](#). In addition to the standard controls, additional controls are used when the dialog is presented in Certification Guided Script.

10.15.1.1 Edit Button

This control allows the user to update referral contact information for the participant. The Edit button will be enabled when the Referrals/Other Programs dialog is active and a previous referral contact is selected in the Previous Referrals tree view. It has a mnemonic of “E”.

10.15.1.2 Close Button

The Close button will be enabled when the Referrals/Other Programs dialog is active. Characteristics for the Close button are defined in [Consistencies](#).

10.15.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Referrals/Other Programs dialog.

10.15.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text is set to “Referrals/Other Programs”

The Edit and Close buttons are loaded in addition to the standard controls defined in Common Interface Panels Chapter M – Referrals.

10.15.2.2 Edit Referral Contact Information

Upon selection of the Edit button, the system will check the permissions of the currently logged-on user. If the user does not have the appropriate permissions (Referrals.Add or FullControl) to add a referral contact, the system will invoke a standard error message with the text “You do not have the necessary permissions to add referral contact information. Please see the supervisor.”

The system will invoke the [Edit Referral Contact Information](#) dialog described in Common Interface Panels [Chapter M – Referrals](#).

10.15.2.3 Close

Upon selection of the Close button, the system will dismiss the Referrals/Other Programs dialog and return to the Certification Guided Script window.

The system will set the GSControl RererralOthProgEntered value to ‘Y’

The system will refresh the Certification Guided Script window to display the Check Mark icon next to the Referrals/Other Programs link

10.16 Nutrition Education Contact

The Nutrition Education Contact dialog allows the user to view previous nutrition education contacts with the participant, and add additional contacts if necessary. It is invoked in response to the following user actions:

- Selection of the Nutrition Education menu item on the Guided Script menu
- Selection of the Nutrition Education link on the Certification Guided Script window

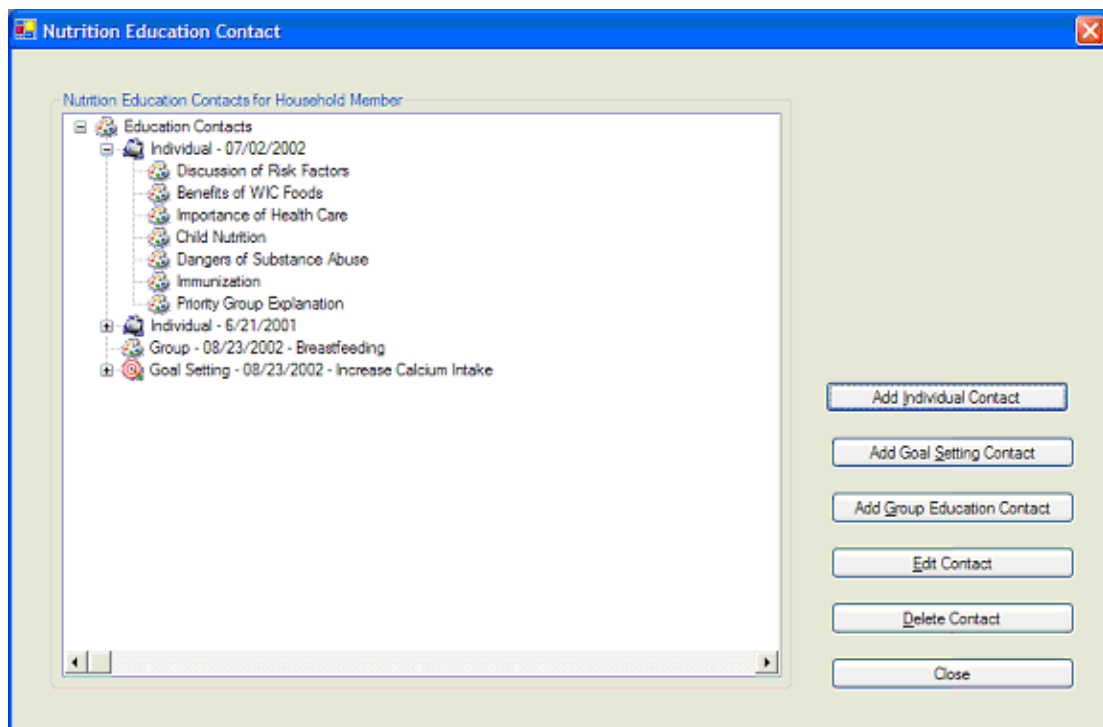


Figure 188 - Nutrition Education Contact Dialog

10.16.1 Controls

The standard controls for this panel are defined in Common Interface Panels [Chapter N - Nutrition Education and Goal Setting](#). In addition to the standard controls, additional controls are used when the dialog is presented in Certification Guided Script.

10.16.1.1 Close Button

The Close button will be enabled when the Nutrition Education Contact dialog is active. Characteristics for the Close button are defined in [Consistencies](#).

10.16.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Nutrition Education Contact dialog.

10.16.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text is set to “Nutrition Education Contact”

The Close button is loaded in addition to the standard controls defined in Common Interface Panels Chapter N - Nutrition Education and Goal Setting.

10.16.2.2 Close

Upon selection of the Close button, the system will dismiss the Nutrition Education Contact dialog and return to the Certification Guided Script window.

The system will set the GSControl.NutritionEdEntered value to ‘Y’

The system will refresh the Certification Guided Script window to display the Check Mark icon next to the Nutrition Education Contact Link

10.17 Food Prescription

The Food Prescription window allows the user to view current and future food prescriptions for the participant. The user may add new food prescriptions and edit or delete existing food prescriptions. It is invoked in response to the following user actions:

- Selection of the Food Prescription menu item on the Guided Script menu when a food prescription exists for the participant
- Selection of the Food Prescription link on the Certification Guided Script window when a food prescription exists for the participant
- Selection of the OK button on the [Select Formula](#) dialog described in Common Interface Panels *Chapter L – Food Prescription*.

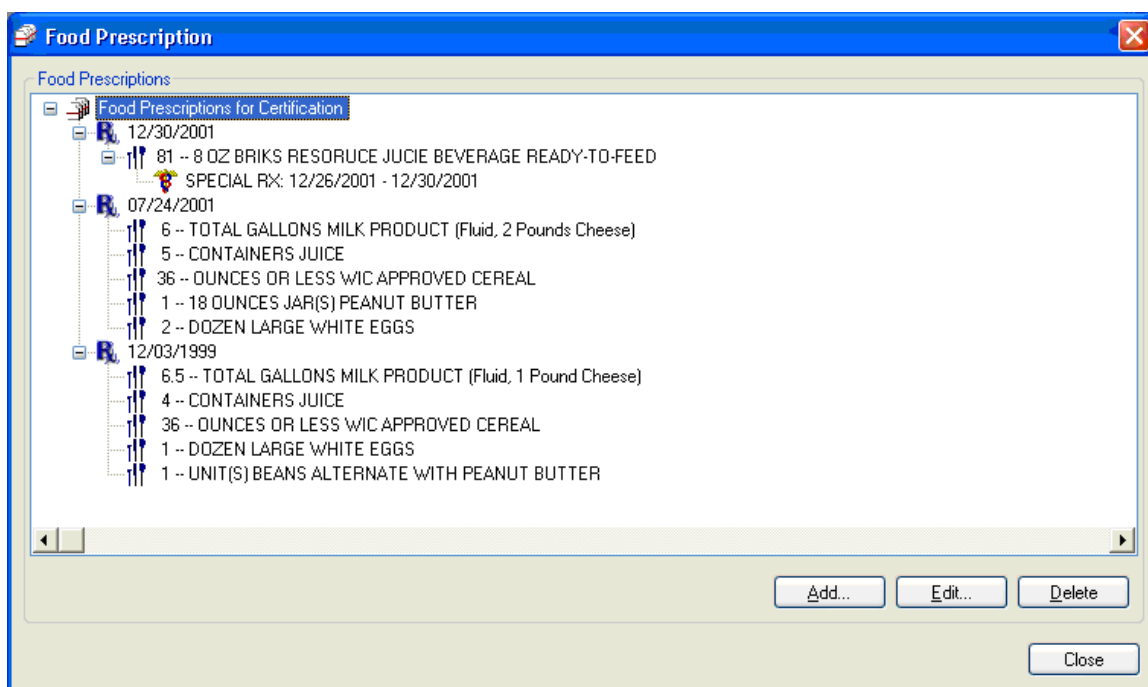


Figure 19 - Food Prescription Window

10.17.1 Controls

The standard controls for this panel are defined in Common Interface Panels [Chapter L – Food Prescription](#). In addition to the standard controls, additional controls are used when the dialog is presented in Certification Guided Script.

10.17.1.1 Close Button

The Close button will be enabled when the Food Prescription window is active. Characteristics for the Close button are defined in [Consistencies](#).

10.17.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Food Prescription window.

10.17.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text will be set to “Food Prescription”

The Ok button is loaded in addition to the standard controls defined in Common Interface Panels Chapter L – Food Prescription.

10.17.2.2 Close

Upon selection of the Close button, the system will dismiss the Food Prescription dialog and return to the Certification Guided Script window.

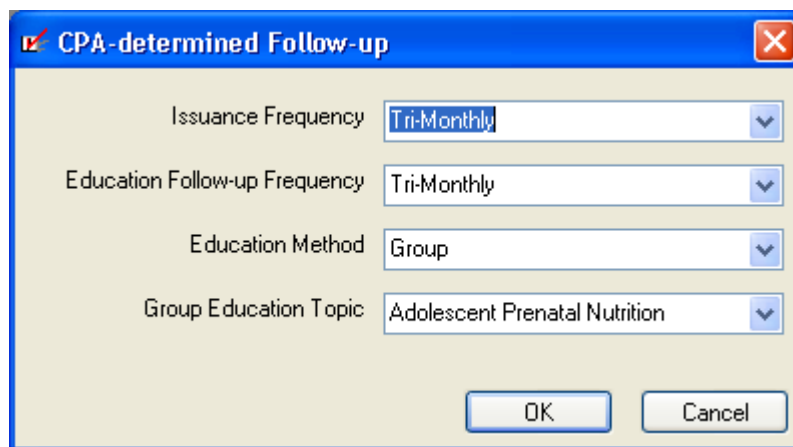
The system will set the GSControl.FoodPrescriptionEntered value to ‘Y’

The system will refresh the Certification Guided Script window to display the Check Mark icon next to the Food Prescription Link

10.18 CPA-determined Follow-up

The CPA-determined Follow-up window allows the user to specify follow-up information for the participant for use in appointment scheduling. It is invoked in response to the following user actions:

- Selection of the Review CPA-determined Follow-up Information menu item on the Participant Activities menu described in *Clinic Chapter 09 – Participant Folder*.
- Selection of the CPA-determined Follow-up menu item on the Guided Script menu described in this document
- Selection of the CPA-determined Follow-up link on the Certification Guided Script window described in this document.



The screenshot shows a dialog box titled "CPA-determined Follow-up". It contains four dropdown menus arranged vertically. The first dropdown, "Issuance Frequency", is set to "Tri-Monthly". The second dropdown, "Education Follow-up Frequency", is also set to "Tri-Monthly". The third dropdown, "Education Method", is set to "Group". The fourth dropdown, "Group Education Topic", is set to "Adolescent Prenatal Nutrition". At the bottom right of the dialog are two buttons: "OK" and "Cancel".

Figure 190 - CPA-determined Follow-up Window

10.18.1 Controls

The controls and processes for the CPA-determined Follow-up dialog are defined in Common Interface Panels [Chapter O – CPA Determined Follow-up](#).

10.19 Review Certification for Errors (Process)

The Review Certification for Errors process will review all certification information to determine if required information is missing. The Review Certification for Errors process is invoked in response to the following user actions:

- Selection of the Review Certification for Errors menu item on the Guided Script menu described earlier in this document.
- Selection of the Review Certification for Errors toolbar link on the Certification Guided Script window described earlier in this document
- As part of the End Certification process described later in this document.

10.19.1 Controls

This is a non-interactive process. It does not have a window associated with it, although it calls other windows.

10.19.2 Processes

This section describes the processes that take place as part of the Review Certification for Errors process.

10.19.2.1 Begin Review Certification for Errors Process

Upon starting the Review Certification for Errors process, the system will enter the following message in the review certification for errors event log:

=====

Certification error report for {participant name}

10.19.2.2 Evaluate Risk Factors

The system will check for pre-determined risk factors and assign the risk factor if the system determines that the participant meets the requirements for the risk factor.

For infants, the system will determine whether or not to assign the following risk factors.

- Household related:
 - 103 - Underweight or at Risk of Becoming Underweight
 - 113 - Overweight Children 2-5 years of age
 - 121 - Short Stature
 - 135 - Inadequate Growth
 - 151 - Small for Gestational Age
 - 153 - Large for Gestational Age

- 201 - Low Hematocrit/Low Hemoglobin
 - 418 - Infrequent Breastfeeding as Sole Source of Nutrients
 - 801 - Homelessness
 - 802 - Migrancy
 - 903 - Foster Care
 - 904 – Environmental Tobacco Smoke Exposure
- Bloodwork related:
 - 201 - Low Hematocrit/Low Hemoglobin
 - 211 - Elevated Blood Lead Levels
- Height weight related:
 - 103 - Underweight or at Risk of Becoming Underweight
 - 113 - Overweight Children 2-5 years of age
 - 121 - Short Stature
 - 135 - Inadequate Growth
- Diet related:
 - 418 - Infrequent Breastfeeding as Sole Source of Nutrients
 - 421 - PICA
- Health information related:
 - 135 - Inadequate Growth
 - 141 - Low Birth Weight
 - 142 - Prematurity
 - 151 - Small for Gestational Age
 - 153 - Large for Gestational Age
 - 418 - Infrequent Breastfeeding as Sole Source of Nutrients

For children, the system will determine whether or not to assign the following risk factors.

- Household related:
 - 103 - Underweight or at Risk of Becoming Underweight
 - 113 - Overweight Children 2-5 years of age
 - 114 - At Risk of Becoming Overweight
 - 121 - Short Stature
 - 135 - Inadequate Growth
 - 141 - Low Birth Weight
 - 151 - Small for Gestational Age
 - 201 - Low Hematocrit/Low Hemoglobin
 - 801 - Homelessness
 - 802 - Migrancy
 - 903 - Foster Care
 - 904 – Environmental Tobacco Smoke Exposure
- Bloodwork related:
 - 201 - Low Hematocrit/Low Hemoglobin
 - 211 - Elevated Blood Lead Levels
- Height weight related:
 - 103 - Underweight or at Risk of Becoming Underweight
 - 113 - Overweight Children 2-5 years of age
 - 114 - At Risk of Becoming Overweight
 - 121 - Short Stature
 - 135 - Inadequate Growth

- Diet related:
 - 421 - PICA
- Health information related:
 - 141 - Low Birth Weight
 - 151 - Small for Gestational Age

For breastfeeding women, the system will determine whether or not to assign the following risk factors.

- Household related:
 - 201 - Low Hematocrit/Low Hemoglobin
 - 331 - Pregnancy at a Young Age
 - 801 - Homelessness
 - 802 – Migrancy
 - 904 – Environmental Tobacco Smoke Exposure
- Bloodwork related:
 - 201 - Low Hematocrit/Low Hemoglobin
 - 211 - Elevated Blood Lead Levels
- Height weight related:
 - 101 - Underweight Women
 - 102 - Postpartum Underweight
 - 111 - Overweight Women
 - 112 - Postpartum Overweight
 - 133 - High Maternal Weight Gain
- Diet related:
 - 421 - PICA
- Pregnancy related:
 - 101 - Underweight Women
 - 111 - Overweight Women
 - 133 - High Maternal Weight Gain
 - 201 - Low Hematocrit / Low Hemoglobin
 - 211 - Elevated Blood Lead Levels
 - 311 - History of Preterm Delivery
 - 331 - Pregnancy at a Young Age
 - 337 - History of a Birth of a Large for Gestational Age Infant
 - 371 - Maternal Smoking
- Woman related:
 - 312 - History of Low Birth Weight
 - 321 - History of Spontaneous Abortion, Fetal or Neonatal Loss

For pregnant women, the system will determine whether or not to assign the following risk factors.

- Household related:
 - 331 - Pregnancy at a Young Age
 - 333 - High Parity and Young Age
 - 801 - Homelessness
 - 802 – Migrancy
 - 904 – Environmental Tobacco Smoke Exposure

- Bloodwork related:
 - 201 - Low Hematocrit/Low Hemoglobin
 - 211 - Elevated Blood Lead Levels
- Height weight related:
 - 101 - Underweight Women
 - 111 - Overweight Women
 - 131 - Low Maternal Weight Gain
 - 132 - Maternal Weight Loss During Pregnancy
 - 133 - High Maternal Weight Gain
 - 371 - Maternal Smoking
- Diet related:
 - 421 - PICA
- Pregnancy related:
 - 101 - Underweight Women
 - 111 - Overweight Women
 - 131 - Low Maternal Weight Gain
 - 132 - Maternal Weight Loss During Pregnancy
 - 133 - High Maternal Weight Gain
 - 201 - Low Hematocrit / Low Hemoglobin
 - 211 - Elevated Blood Lead Levels
 - 321 - History of Spontaneous Abortion, Fetal or Neonatal Loss
 - 331 - Pregnancy at a Young Age
 - 333 - High Parity and Young Age
 - 334 - Lack of/or Inadequate Prenatal Care
 - 335 - Multifetal Gestation
 - 371 - Maternal Smoking
- Woman related:
 - 311 - History of Preterm Delivery
 - 312 - History of Low Birth Weight
 - 321 - History of Spontaneous Abortion, Fetal or Neonatal Loss

For non-breastfeeding women, the system will determine whether or not to assign the following risk factors.

- Household related:
 - 201 - Low Hematocrit/Low Hemoglobin
 - 331 - Pregnancy at a Young Age
 - 801 - Homelessness
 - 802 – Migrancy
 - 904 – Environmental Tobacco Smoke Exposure
- Bloodwork related:
 - 201 - Low Hematocrit/Low Hemoglobin
 - 211 - Elevated Blood Lead Levels
- Height weight related:
 - 101 - Underweight Women
 - 102 - Postpartum Underweight
 - 111 - Overweight Women
 - 112 - Postpartum Overweight

- 133 - High Maternal Weight Gain
- Diet related:
 - 421 - PICA
- Pregnancy related:
 - 101 - Underweight Women
 - 111 - Overweight Women
 - 133 - High Maternal Weight Gain
 - 201 - Low Hematocrit / Low Hemoglobin
 - 311 - History of Preterm Delivery
 - 331 - Pregnancy at a Young Age
 - 337 - History of a Birth of a Large for Gestational Age Infant
- Woman related:
 - 312 - History of Low Birth Weight
 - 321 - History of Spontaneous Abortion, Fetal or Neonatal Loss

10.19.2.3 Check for Demographic Information

The system will check that the required demographics information for the participant has been entered on all the tabs of the Demographic Information dialog. If the Demographic Information dialog has not been completed, the system will enter the following error message in the review certification for errors event log:

Error: No demographic information was found for current certification attempt.

Please review the Demographic Information dialog.

10.19.2.4 Check for Income Screening Contact

The system will check for an income screening contact reported at the time of the certification attempt. If an income screening contact was not created at the time of the certification attempt, the system will enter the following error message in the review certification for errors event log and will not perform further income edits:

Error: No income screening contact was found for current certification attempt.

Please review the income information on the Demographics tab of the Demographic Information dialog.

10.19.2.5 Check for Height/Weight Measurement

The system will check for a height/weight measurement contact reported at the time of the certification attempt. If a height/weight measurement contact was not created at the time of the certification attempt and any of the following criteria is met.

- The State Business Rule “RequireHtWtIfNotPhysicallyPresent” is ‘Y’ and the PHYSICALLYPRESENT attribute of the CERTCONTACT entity is ‘N’
- The State Business Rule “RequireHtWtIfNotPhysicallyPresent” is ‘N’ and the PHYSICALLYPRESENT attribute of the CERTCONTACT entity is ‘N’ and the REASONNOTPRESENT attribute of the CERTCONTACT entity is blank.
- Risk factor 503 (Presumptive Eligibility) is not associated with the current certification attempt, and the PHYSICALLYPRESENT attribute of the CERTCONTACT entity is ‘Y’.

The system will enter the following error message in the review certification for errors event log:

Error: No height/weight measurement contact was found for current certification attempt.

Please review the Height/Weight tab of the Height/Weight and Blood Work window.

If a height/weight measurement was found for the current certification attempt, the system will check the measurement date of the record to determine if it is within 60 days of current system date. If the measurement date is more than 60 days previous to the current system date, the system will enter the following error message in the review certification for errors event log:

Error: Height/Weight measurement is over 60 days old.

Please review the Height/Weight tab of the Height/Weight and Blood Work window.

A height/weight measurement contact is not required at the time of the certification attempt if any of the following criteria is met.

- The State Business Rule “RequireHtWtIfNotPhysicallyPresent” is ‘N’ and the PHYSICALLYPRESENT attribute of the CERTCONTACT entity is ‘N’ and the REASONNOTPRESENT attribute of the CERTCONTACT entity is non-blank.
- Risk factor 503 (Presumptive Eligibility) is associated with the current certification attempt, and the PHYSICALLYPRESENT attribute of the CERTCONTACT entity is ‘Y’. Risk factor 503 (Presumptive Eligibility) applies to pregnant women only.

10.19.2.6 Check for Valid Blood Work Contact (Woman)

The system will check for a blood work contact reported at the time of the certification attempt. If a blood work contact was not created at the time of the certification attempt and the any of the following criteria is not met:

- The State Business Rule “RequireBlood” is “Y”
- The State Business Rule “RequireBloodIfNotPhysicallyPresent” is ‘Y’ and the PHYSICALLYPRESENT attribute of the CERTCONTACT entity is ‘N’
- The State Business Rule “RequireBloodIfNotPhysicallyPresent” is ‘N’ and the PHYSICALLYPRESENT attribute of the CERTCONTACT entity is ‘N’ and the REASONNOTPRESENT attribute of the CERTCONTACT entity is blank.
- Risk factor 503 (Presumptive Eligibility) is not associated with the current certification attempt, and the PHYSICALLYPRESENT attribute of the CERTCONTACT entity is ‘Y’. Risk factor 503 (Presumptive Eligibility) applies to pregnant women only.

The system will enter the following error message in the review certification for errors event log and will not perform further blood work edits:

Error: No blood work contact was found for current certification attempt. Please review the Blood tab of the Height/Weight and Blood Work window.

A blood work contact is not required at the time of the certification attempt if any of the following criteria is met.

- The State Business Rule “RequireBlood” is “N”, the State Business Rule “RequireBloodIfNotPhysicallyPresent” is ‘N’ and the PHYSICALLYPRESENT attribute of the CERTCONTACT entity is ‘N’ and the REASONNOTPRESENT attribute of the CERTCONTACT entity is not blank.
- The State Business Rule “RequireBlood” is “N”, the risk factor 503 (Presumptive Eligibility) is associated with the current certification attempt, and the PHYSICALLYPRESENT attribute of the CERTCONTACT entity is ‘Y’. Risk factor 503 (Presumptive Eligibility) applies to pregnant women only.

10.19.2.7 Check for Valid Blood Work Contact (Infant)

If the WIC Category of the participant is Infant and the participant is at least < the number of months value in the business rule INFANTBLOODWORK > months old as of the current system date, the system will check for a blood work contact reported at the time of the certification attempt. If a blood work contact was not created at the time of the certification attempt and any of the following criteria is not met:

- The State Business Rule “RequireBlood” is “Y”
- The State Business Rule “RequireBloodIfNotPhysicallyPresent” is ‘Y’ and the PHYSICALLYPRESENT attribute of the CERTCONTACT entity is ‘N’
- The State Business Rule “RequireBloodIfNotPhysicallyPresent” is ‘N’ and the PHYSICALLYPRESENT attribute of the CERTCONTACT entity is ‘N’ and the REASONNOTPRESENT attribute of the CERTCONTACT entity is blank.

The system will enter the following error message in the review certification for errors event log and will not perform further blood work edits:

Error: No blood work contact was found for current certification attempt. Please review the Blood tab of the Height/Weight and Blood Work window.

A blood work contact is not required at the time of the certification attempt if any of the following criteria is met.

- The WIC Category of the participant is Infant and the participant is less than < the number of months value in the business rule INFANTBLOODWORK > months old as of the current system date.
- The State Business Rule “RequireBlood” is “N”, the State Business Rule “RequireBloodIfNotPhysicallyPresent” is ‘N’ and the PHYSICALLYPRESENT attribute of the CERTCONTACT entity is ‘N’ and the REASONNOTPRESENT attribute of the CERTCONTACT entity is not blank.
- The State Business Rule “RequireBlood” is “N”, risk factor 503 (Presumptive Eligibility) is associated with the current certification attempt, and the PHYSICALLYPRESENT attribute of the CERTCONTACT entity is ‘Y’.

10.19.2.8 Check for Valid Blood Work Contact (Child)

The system will check for a blood work contact reported at the time of the certification attempt. If a blood work contact was not created at the time of the certification attempt and the any of the following criteria is not met:

- The State Business Rule “RequireBlood” is “Y”
- The State Business Rule “RequireBloodIfNotPhysicallyPresent” is ‘Y’ and the PHYSICALLYPRESENT attribute of the CERTCONTACT entity is ‘N’
- The State Business Rule “RequireBloodIfNotPhysicallyPresent” is ‘N’ and the PHYSICALLYPRESENT attribute of the CERTCONTACT entity is ‘N’ and the REASONNOTPRESENT attribute of the CERTCONTACT entity is blank
- The State Business Rule “ChkSubseqCert” is ‘Y’ and the participant’s most recent certification was WIC category of infant

- The State Business Rule “ChkSubseqCert” is ‘Y’ and the participant’s most recent certification was WIC category of child and a blood work contact was not created for that certification
- The State Business Rule “ChkSubseqCert” is ‘Y’ and the participant’s most recent certification was WIC category of child and a blood work contact was created for that certification and that blood work contact indicates anemia and the participant is currently less than two years old
- The State Business Rule “ChkSubseqCert” is ‘Y’ and the participant’s most recent certification was WIC category of child and a blood work contact was created for that certification and that blood work contact indicates anemia and the participant is currently two years old or older and participant does not have any blood work contacts with a measurement date within the last year
- The State Business Rule “ChkSubseqCert” is ‘Y’ and the participant’s most recent certification was WIC category of child and a blood work contact was created for that certification and that blood work contact indicates anemia and the participant is currently two years old or older and the participant’s most recent blood work contact (regardless of association with a certification) indicates anemia
- The State Business Rule “ChkSubseqCert” is ‘N’ and the participant has a blood work contact with measurement date within the last year that is associated with a certification attempt(attempt X) and there are no certification attempts for the participant with a certification start date greater than the certification start date on attempt X.

The system will enter the following error message in the review certification for errors event log and will not perform further blood work edits:

Error: No blood work contact attached to Child certification attempt. Please review the Blood tab of the Height/Weight and Blood Work window.

If a blood work contact was not created at the time of the certification attempt and the following criteria is not met:

- The State Business Rule “ChkSubseqCert” is ‘N’ and participant does not have any blood work contacts with a measurement date within 90 days of current date

The system will enter the following error message in the review certification for errors event log and will not perform further blood work edits:

Error: No blood work contact was found within 90 days of current system date. Please review the Blood tab of the Height/Weight and Blood Work window.

If a blood work contact was not created at the time of the certification attempt and the any of the following criteria is not met:

- The State Business Rule “ChkSubseqCert” is ‘N’ and the participant has a blood work contact with measurement date within the last year that is associated with a certification attempt(attempt X) and there are more than one certification attempts for the participant with a certification start date greater than the certification start date on attempt X.

The system will enter the following error message in the review certification for errors event log and will not perform further blood work edits:

Error: Blood work contact only valid for two (2) certification attempts. Please review the Blood tab of the Height/Weight and Blood Work window.

A blood work contact is not required at the time of the certification attempt if any of the following criteria is met.

- The State Business Rule “RequireBlood” is “N”, the State Business Rule “RequireBloodIfNotPhysicallyPresent” is ‘N’ and the PHYSICALLYPRESENT attribute of the CERTCONTACT entity is ‘N’ and the REASONNOTPRESENT attribute of the CERTCONTACT entity is not blank.
- The State Business Rule “RequireBlood” is “N” and there is an existing blood work record within 90 days of the certification start date and the blood work record does not indicate anemia.
- The State Business Rule “ChkSubseqCert” is ‘Y’ and the participant’s most recent certification was WIC category of child and a blood work contact was created for that certification and that blood work contact does not indicate anemia
- The State Business Rule “ChkSubseqCert” is ‘Y’ and the participant’s most recent certification was WIC category of child and a blood work contact was created for that certification and that blood work contact indicates anemia and the participant is currently two years old or older and the participant’s most recent blood work contact (regardless of association with a certification) does not indicate anemia
- The State Business Rule “ChkSubseqCert” is ‘N’ and most recent blood work contact with measurement date within the last year does not indicate anemia
- The State Business Rule “ChkSubseqCert” is ‘N’ and the participant has a blood work contact with measurement date within the last year that is associated with a certification attempt(attempt X) and there is one certification attempt for the participant with a certification start date greater than the certification start date on attempt X.

10.19.2.9 Check for Child Health Information (Infant, Child)

The system will check that the required health information for the participant with the WIC Category of Infant or Child has been entered on the Child Health Information dialog. If the Child Health Information dialog has not been completed, the system will enter the following error message in the review certification for errors event log:

Error: No child health information was found for current certification attempt.

Please review the Health Information window.

10.19.2.10 Check for Woman Health Information (Pregnant)

The system will check that the required health information for the participant with the WIC Category of Pregnant has been entered on the Pregnancy Info tab of the Woman Health Information window. If the Pregnancy Info tab has not been completed, the system will enter the following error message in the review certification for errors event log:

Error: No pregnancy health information was found for current certification attempt.

Please review the Pregnancy Info tab of the Woman Health Information window.

10.19.2.11 Check for Woman Health Information (Breastfeeding, Non-breastfeeding)

The system will check that the required health information for the participant with the WIC Category of Breastfeeding or Non-breastfeeding has been entered on the Postpartum Info tab of the Woman Health Information window. If the Postpartum Info tab has not been completed, the system will enter the following error message in the review certification for errors event log:

Error: No Postpartum health information was found for current certification attempt.

Please review the Postpartum Info tab of the Woman Health Information window.

The system will then verify that infant information has been entered on the Infants Born From This Pregnancy panel from the Postpartum Info tab of the Woman Health Information window. If the infant information has not been completed for the participant, the system will enter the following error message in the review certification for errors event log:

Error: No infants found that were born from the pregnancy.

Please review the infant information for the pregnancy on the Postpartum Info tab of the Woman Health Information window.

10.19.2.12 Check for Presence of Risk Factors

The system will check for the presence of at least one (1) risk factor associated with the current certification attempt. If a qualifying risk factor is not found, the system will enter the following warning message in the review certification for errors event log:

Error: No risk factors associated with current certification.

Please review the Risk Factors/High Risk window.

10.19.2.13 Check for Referral

The system will check for the presence of at least one (1) referral to an external agency made during the current certification attempt. If a qualifying referral record is not found, the system will enter the following error message in the review certification for errors event log:

Error: No referrals found for current certification.

Please review the Referrals/Other Programs dialog.

10.19.2.14 Check for Nutrition Education Contact

The system will check for the presence of a nutrition education contact made during the current certification attempt. If a qualifying nutrition education contact is not found, the system will enter the following error message in the review certification for errors event log:

Error: No nutrition education contact found for current certification.

Please review the Nutrition Education Contact dialog.

10.19.2.15 Check for SOAP Note

If the participant is considered to be high risk, a SOAP note must be created for the participant during the current certification attempt. The system will check for the presence of a SOAP note created during the current certification attempt. If a qualifying SOAP note is not found, the system will enter the following error message in the review certification for errors event log:

Error: No SOAP note found for current certification.

Please review the Create SOAP Note window.

10.19.2.16 Summary Information

Upon completion of the above-listed processes and if errors or warnings are found, the system will enter the following summary information in the review certification for errors event log:

XX error(s) found.

<<< Please correct the above error(s) to complete certification. >>>

Where XX is the count of errors found during the review certification for errors process.

10.19.2.17 Display Event Log

If more than one warning or more than one error was found, the system will invoke the View Event Log for Review Certification for Errors defined in the next section of this document.

If no warnings or errors were found, the system will invoke a standard message dialog with the text of "Certification information is correct."

10.19.2.18 Certification Information is Correct

Upon completion of the above-listed processes and if no errors or warnings are found, the system will invoke a standard message with the message text, "Certification Information is Correct." If invoked from the Review Certification for Errors menu item or toolbar link on the Guided Script, the system will return to the participant's guided script. If invoked from the End Certification Process menu item or toolbar link on the Guided Script, the system will continue with the End Certification Process.

10.20 Review Certification for Errors Event Log

The Event Log - Review Certification for Errors dialog allows the user to view the results of the Review Certification for Errors process. It is automatically invoked when the review certification for errors process completes and more than one warning or more than one error was found with the certification attempt.

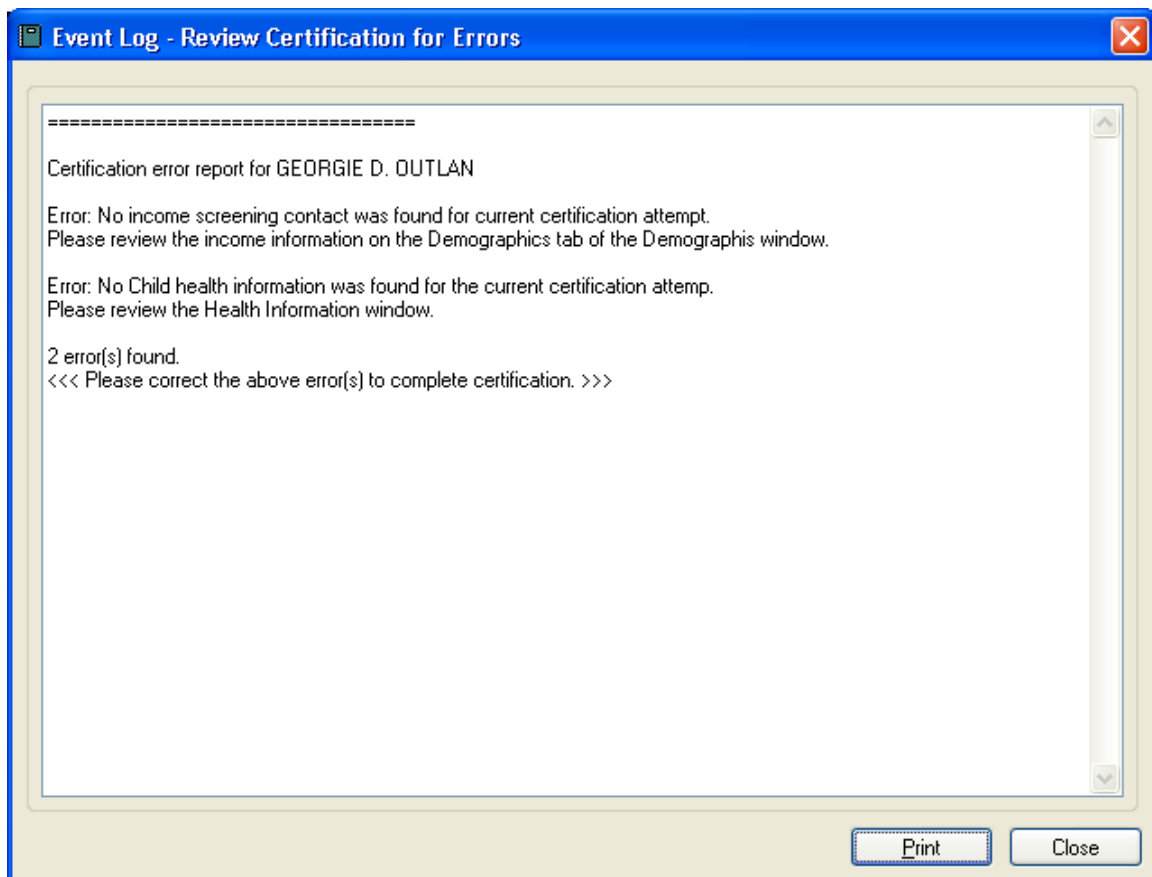


Figure 201 - Event Log - Review Certification for Errors Dialog

10.20.1 Controls

This section describes the behavior of the controls on the Event Log - Review Certification for Errors dialog.

10.20.1.1 Event Log Text Box

This control allows the user to view the contents of the event log generated during the Review Certification for Errors process. The text box will be enabled when the Event Log - Review Certification for Errors dialog is active. The contents of the control are read-only. When the text exceeds the bounds of the text box, vertical and horizontal scroll bars will display.

10.20.1.2 Print Button

This control allows the user to print the contents of the Event Log text box. The Print button will be enabled if an other output printer has been defined for the current session of the workstation. It has a mnemonic of "P".

10.20.1.3 Close Button

The Close button will be enabled when the Event Log - Review Certification for Errors dialog is active. Characteristics for the Close button are defined in [Consistencies](#).

10.20.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Event Log - Review Certification for Errors dialog.

10.20.2.1 Initializing the Interface

Upon initial presentation of the dialog, the title bar text will be set to "Event Log - Review Certification for Errors"

The Event Log text box will display the event log generated during the Review Certification for Errors process.

10.20.2.2 Print Event Log

Upon selection of the Print button, the system will print the contents of the event log to the currently defined other output printer (see *System Tools*).

10.21 End Certification (Process)

The End Certification process will invoke Review Certification for Errors process and complete a certification without invoking the Issue Checks function. The End Certification process is invoked in response to the following user actions:

- Selection of the Issue Checks menu item on the Guided Script menu described earlier in this document.
- Selection of the End Certification Process menu item on the Guided Script menu described earlier in this document.
- Selection of the End Certification Process toolbar link on the Certification Guided Script window earlier in this document.

10.21.1 Controls

This is a non-interactive process. It does not have a dialog with controls to define.

10.21.2 Processes

This section describes the processes that take place as part of the End Certification process.

10.21.2.1 Review Certification for Errors

As part of this process, the system will invoke the Review Certification for Errors process described earlier in this document.

10.21.2.2 Warn of Ineligibility

Upon successful completion of reviewing the certification for errors, if the participant is determined to be ineligible based on the information entered during the current certification attempt, the system will invoke the [Mark Applicant As Ineligible](#) dialog described in the next section of this document. Ineligibly is based upon the following:

- Child is 5 years old
- Woman is breastfeeding 1 year or longer past delivery
- Woman is non-breastfeeding 6 months or longer past delivery
- No risk factors assigned
- Over income
- Non-residency

10.21.2.3 Determine Priority

If the participant was found to be eligible, the system will determine the assigned priority of the participant for the current certification attempt by examining all of the risk factors assigned for the current certification and determining the highest priority indicated by a risk factor.

10.21.2.4 Add Participant to Waiting List

If the system determines that the priority, category, and age of the participant are not currently being served due to a waiting list situation, the system will invoke the [Add Participant to Waiting List](#) dialog described in *Clinic Chapter 02 – Waiting List*.

10.21.2.5 Certify Participant

If the priority, category, and age combination of the participant is currently being served, the system will invoke the Participant is Certified dialog described in this document.

10.22 Mark Applicant as Ineligible

The Mark Applicant as Ineligible dialog allows the user to mark a participant as ineligible to receive WIC benefits. It is automatically invoked by the system when it determines that the participant is ineligible (categorical, income, or residency) based on the following information and user action:

- Based on the demographic information entered on the Demographic Information dialog when the user selects the OK button as described earlier in this document.
- Based on the health information entered on the Woman Health Information dialog when the user selects the OK button as described earlier in *Chapter E – Health Information*.
- Based on the information entered during the current certification attempt as part of the [End Certification](#) process described in this document.

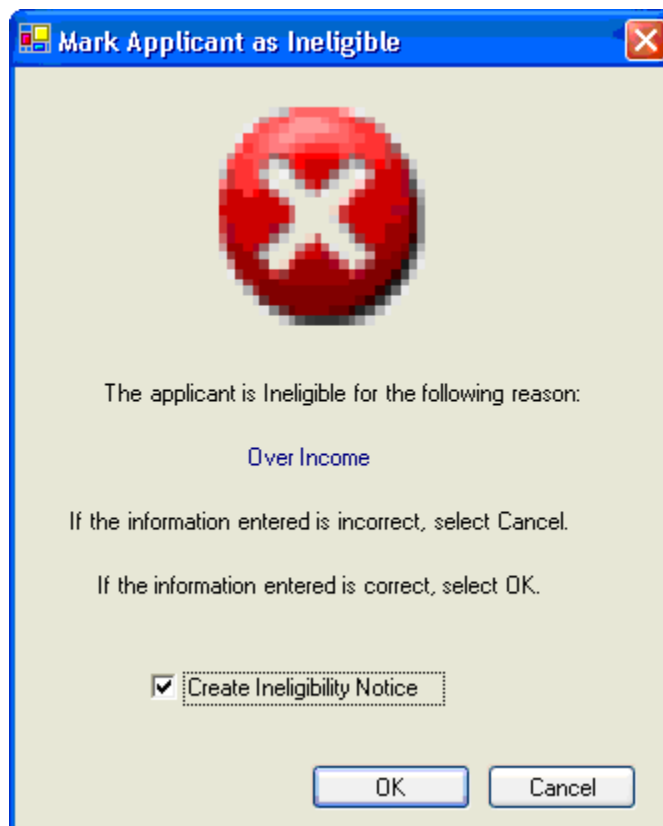


Figure 212 - Mark Applicant as Ineligible Dialog

10.22.1 Controls

This section describes the behavior of the controls on the Mark Applicant as Ineligible dialog.

10.22.1.1 Ineligibility Reason Value Label

This control allows the user to view the reason why the participant was found to be ineligible to receive WIC benefits. The value label will contain the reason why the participant was found to be ineligible by the End of Certification process or upon exit from the Demographic Information dialog. It will display in the inverse color of the window.

10.22.1.2 Create Ineligibility Notice Check Box

This control allows the user to generate an ineligibility notice for the participant. The check box will be enabled when the dialog is active.

10.22.1.3 OK Button

The OK button will be enabled when the Mark Applicant as Ineligible dialog is active. (See the Edits and Saving the Data in the Processing section below). Characteristics for the OK button are defined in [Consistencies](#).

10.22.1.4 Cancel Button

The Cancel button will be enabled when the Mark Applicant as Ineligible dialog is active. (See *Cancel* in the Processing section below). Characteristics for the Cancel button are defined in [Consistencies](#).

10.22.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Mark Applicant as Ineligible dialog.

10.22.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text will be set to "Mark Applicant as Ineligible"

The Dialog will display a Stop Sign indicator

The text "The applicant is Ineligible for the following reason:"

The reason the applicant is ineligible will be displayed in the inverse color of the form.

The message text, "If this information is correct, select the OK button."

The Create Ineligibility Notice will be initially checked.

10.22.2.2 Edits

There are no edits performed on the Mark Applicant as Ineligible dialog.

10.22.2.3 Saving the Data

Upon selection of the OK button, the system will populate the CertContact.CertIneligibilityReason with the value as determined by the system for the ineligibility reason

The system will populate the CertContact.CertIneligibilityDate with the current system date.

The system will dismiss the Mark Applicant as Ineligible dialog

The system will complete and close the Certification Guided Script window and return to the participant's folder.

The system will remove the GSControl record for the certification attempt.

10.22.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the Mark Applicant as Ineligible dialog without marking the applicant as ineligible and return to the calling window.

10.22.2.5 Create Ineligibility Notice

Upon selection of the OK button, if Create Ineligibility Notice is checked, if the Household.CorrespondenceLanguage = 'S' (Spanish), the system will generate the [Ineligibility Notice](#) in Spanish described in this document.

If the Household.CorrespondenceLanguage = 'E' (English) the system will generate the Ineligibility Notice in English as described in this document.

The system will send the generated notice to the other output printer (see System Tools).

10.22.2.6 Work with Another Household Member Certification

Upon selection of the OK button, if other household members have not completed their certification attempts the system will invoke the [Work with Another Household Member](#) dialog described in Common Interface Panels *Chapter B – Work with Another Household Member* to allow the user to complete certification for other household members.

10.23 Applicant is Certified

The Applicant is Certified dialog allows the user to confirm the priority at which an applicant will be certified. It is automatically invoked when the system determines that the priority, category, and age of the applicant are currently being served during the End Certification process described in this document.

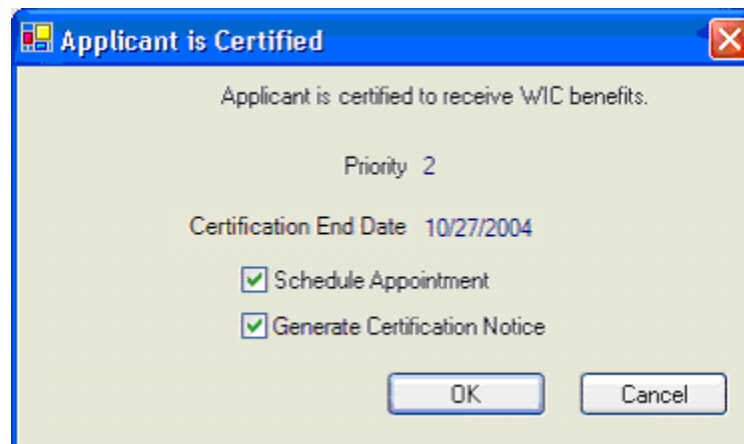


Figure 223 - Applicant is Certified Dialog

10.23.1 Controls

This section describes the behavior of the controls on the Applicant is Certified dialog.

10.23.1.1 Priority Text and Value Label

This control allows the user to view the priority at which the participant will be certified. The value label will contain the priority determined for the participant by the End of Certification process. It will display in the inverse color of the window.

10.23.1.2 Certification End Date Text and Value Label

This control allows the user to view the date on which the participant will be due for subsequent certification. The value label will contain the subsequent certification due date determined for the participant by the End of Certification process. The date will display in MM/DD/CCYY format. It will display in the inverse color of the form.

10.23.1.3 Schedule Appointment Check Box

This control allows the user to schedule an appointment for the members of the current household. The check box will be enabled when the Applicant is Certified dialog is active and the currently logged-on user has the appropriate permissions (Appointments.Add or FullControl) to schedule appointments.

10.23.1.4 Generate Certification Notice Check Box

This control allows the user to indicate that a certification notice should be generated for the participant. The check box will be enabled when the Applicant is Certified dialog is active.

10.23.1.5 OK Button

The OK button will be enabled when the Applicant is Certified dialog is active (See the *Edits* and *Saving the Data* in the Processing section below). Characteristics for the OK button are defined in [Consistencies](#).

10.23.1.6 Cancel Button

The Cancel button will be enabled when the Applicant is Certified dialog is active (See *Cancel* in the Processing section below). Characteristics for the Cancel button are defined in [Consistencies](#).

10.23.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Applicant is Certified dialog.

10.23.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text is set to “Applicant is Certified”.

The text “Applicant is certified to receive WIC benefits” is displayed.

The Priority label value displays the priority set for the participant.

The Certification End Date label value is set to the subsequent certification due date determined for the participant by the End of Certification process.

The Schedule Appointment check box will be initially checked.

The Generate Certification Notice check box will be initially checked.

10.23.2.2 Determine Certification End Date

The system determines the certification end date for the participant depending upon the WIC Category of the participant and any active business rules.

Infant

When the 1-year Infant Certification business rule is not active, the certification end date for an Infant will be the current system date plus 6 months.

When the 1-year Infant Certification business rule is active and the Infant is less than 6 months old, the certification end date will be adjusted to the date of birth of the participant plus 1 year (the date they will become a year old).

When the 1-year Infant Certification business rule is active and the Infant is 6 months old or older, the certification end date will be adjusted to the current system date plus 6 months.

When the *End Certification before Weekend* business rule is active and the certification end date falls on a Saturday or a Sunday, the certification end date will be adjusted to the Friday that falls before that weekend.

Child

The certification end date for a Child will be the current system date plus 6 months.

When this date falls after the 5th birthday of the Child, the certification end date will be adjusted to the day before the 5th birthday of the Child. If the Certify to End of Month business rule is also active at this point, the certification end date will be adjusted to the last day of the month in which the Child turns 5 years old.

When the *End Certification before Weekend* business rule is active and the certification end date falls on a Saturday or a Sunday, the certification end date will be adjusted to the Friday that falls before that weekend.

Pregnant

The certification end date for a pregnant woman will be their expected delivery date plus 6 weeks.

When the *End Certification before Weekend* business rule is active and the certification end date falls on a Saturday or a Sunday, the certification end date will be adjusted to the Friday that falls before that weekend.

Breastfeeding

The certification end date for a Breastfeeding woman will be 1 year from her actual delivery date.

When the Certify to End of Month business rule is active, the certification end date will be adjusted to the last day of the month.

When the *End Certification before Weekend* business rule is active and the certification end date falls on a Saturday or a Sunday, the certification end date will be adjusted to the Friday that falls before that weekend.

Non-breastfeeding

The certification end date for a Non-breastfeeding woman will be the 6 months from the Actual Delivery Date.

When the Certify to End of Month business rule is active, the certification end date will be adjusted to the last day of the month.

When the *End Certification before Weekend* business rule is active and the certification end date falls on a Saturday or a Sunday, the certification end date will be adjusted to the Friday that falls before that weekend.

10.23.2.3 Certify Participant

Upon selection of the OK button, the system will update the Cert-Effective-Date, Cert-End-Date, Cert-Assigned-Priority, Cert-Agency and Cert-ServiceSite-ID attributes of the new CERT-CONTACT entity with the certification end date and assigned priority calculated for the certification attempt of the participant. The following attributes of the Member entity will be updated.

- ValidCertification
- WICStatus
- CertStartDate
- CertificationDueDate
- CategoricallyIneligibilityDate
- WaitListBeginDate
- Terminated
- TerminatedDate
- QueuedIneligibilityNotice
- QueuedIneligibilityDate

If the participant was in a current certification, the certification end date for the that CERT-CONTACT entity is updated to the value of the current date, ending the previous certification period. The system will then remove the GSControl record for the certification. If the participant is not currently displayed in the participant list, the system will place the participant in the participant list grid.

10.23.2.4 Work with Another Household Member Certification

Upon selection of the OK button, if other household members have not completed their certification attempts the system will invoke the Work with Another Household Member dialog described in [Chapter B - Work with Another Household Member](#) to allow the user to complete certification for other household members.

10.23.2.5 Schedule Appointment

Upon selection of the OK button, if the Schedule Appointment check box is marked, the system will invoke the [Select Appointments to Schedule](#) dialog described in *Chapter 8 – Appointment Scheduling*.

10.23.2.6 Create Certification Notice

If Generate Certification Notice is checked and upon selection of the OK button, if the Household.CorrespondenceLanguage = 'S' (Spanish), the system will generate the Certification Notice in Spanish described in this document.

If the Household.CorrespondenceLanguage = 'E' (English) the system will generate the Certification Notice in English

The system will send the generated notice to the other output printer (see System Tools).

10.23.2.7 Capture Electronic Signature

Upon selection of the OK button, if household members have completed their certification attempts and the system is configured to capture an electronic signature for the Rights and Responsibilities statement, the system will invoke the [Capture Electronic Signature for Rights and Responsibilities](#) dialog described in this document.

10.23.2.8 Cancel

Upon selection of the Cancel button, the system will return the user to the Certification Guided Script window.

10.24 Capture Electronic Signature for Rights and Responsibilities

The Capture Electronic Signature for Rights and Responsibilities dialog allows the user to capture an electronic copy of the participant's signature for the Rights and Responsibilities statement on the Certification Notice document. It is automatically invoked by the system after a participant is certified when an authorized signature is required for the Rights and Responsibilities statement.

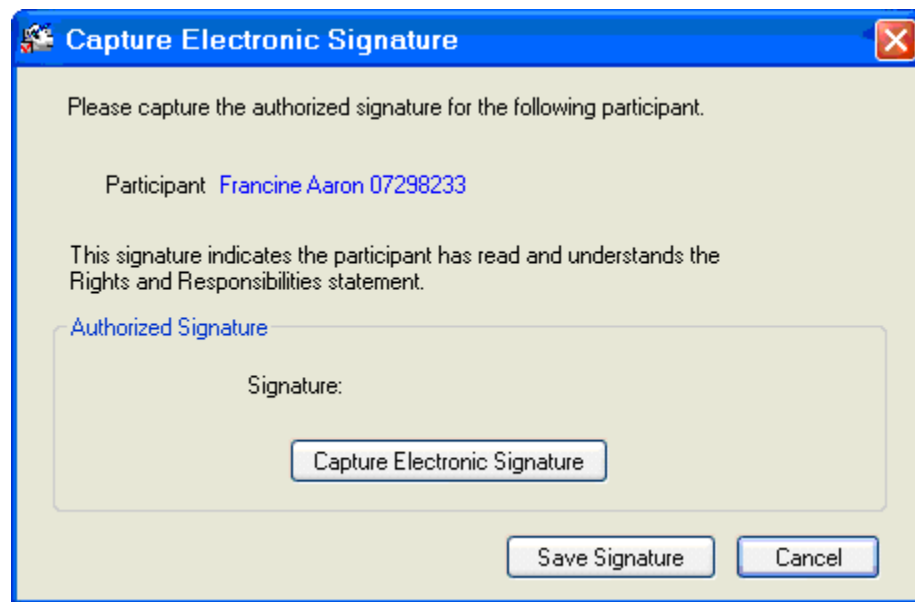


Figure 234 - Capture Electronic Signature for Rights and Responsibilities Dialog without Signature

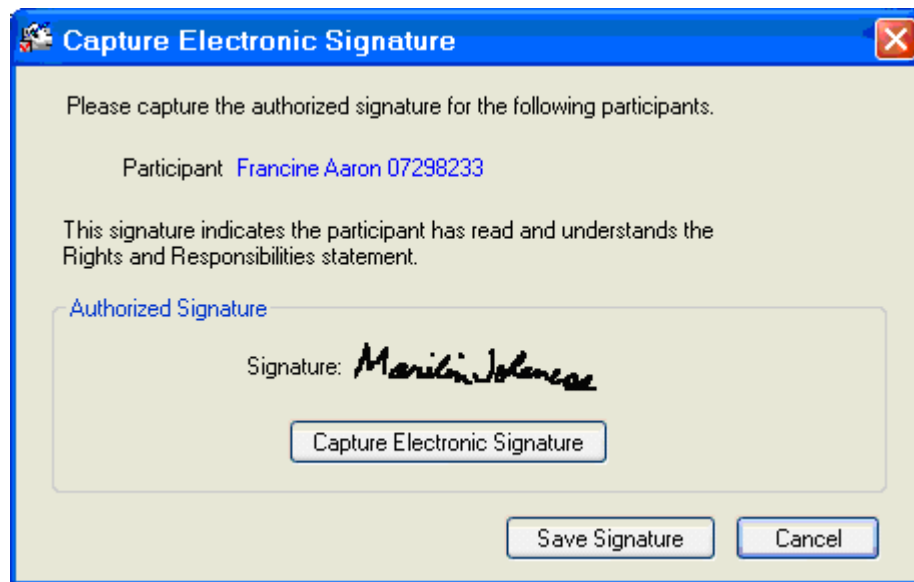


Figure 245 - Capture Electronic Signature for Rights and Responsibilities Dialog with Signature

10.24.1 Controls

This section describes the behavior of the controls on the Capture Electronic Signature for Rights and Responsibilities dialog.

10.24.1.1 Participant Text and Label Value

The control will display the Member.FirstName Member.MiddleInitial. Member.LastName of the participant who has been certified and require an electronic signature for their Rights and Responsibilities statement. The data value will be read-only and will display in the inverse color of the form..

10.24.1.2 Electronic Signature Picture Box and Value Label

This control allows the user to view the electronic signature for the participant after it is captured on the digital signature pad. The value in the control is read-only.

10.24.1.3 Capture Electronic Signature Button

The Capture Electronic Signature button will be enabled when the Capture Electronic Signature for Rights and Responsibilities dialog is active. It has a mnemonic of "C".

10.24.1.4 Save Signature Button

The Save Signature button will be enabled when the Capture Electronic Signature for Rights and Responsibilities dialog is active. It has a mnemonic of “S”.

10.24.1.5 Cancel Button

The Cancel button will be enabled when the Capture Electronic Signature for Rights and Responsibilities dialog is active. Characteristics for the Cancel button are defined in [Consistencies](#).

10.24.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Capture Electronic Signature for Rights and Responsibilities dialog.

10.24.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text is set to “Capture Electronic Signature”

The Participant value will display the Member.FirstName Member.MiddleInitial. Member.LastName of the participant..

The Electronic Signature picture box will display as follows:

The system will verify if a valid certification exists for the associated HouseholdID with a CertContact.CertEffectiveDate equal to the current system date. If yes, the system will associate the SignatureID for the last certification within the Household completed on the current system date and display the previously saved Signature.

Otherwise, the value will be initially blank.

10.24.2.2 Edits

Upon selection of the Save Signature button, if the Electronic Signature picture box does not contain a signature the system will invoke a standard message with the text “Form must be signed to proceed further.”

10.24.2.3 Capture Participant Signature

Upon selection of the Capture Signature button, the system will activate the digital signature pad.

The signature pad will display the participant names listed on the Capture Electronic Signature for Rights and Responsibilities dialog so the participant can verify which participants require a signature for their Rights and Responsibilities Form.

The signature pad will also display a message that explains to the participant that their signature indicates they have read the Rights and Responsibilities statement and they agree to follow the rules listed in that document. Once the participant scrolls through all of the information the digital signature pad will prompt them for their signature. This invokes the [eSign Signature Capture](#) dialog described in this document.

10.24.2.4 Save Signature and Continue

Upon successful completion of the above-listed edits, the system will save the electronic signature information to the database and will return to the calling window.

10.24.2.5 Cancel

Upon selection of the Cancel button, the system will dismiss the dialog without saving the signature and will return to the Certification.

10.25 eSign Signature Capture

The eSign Signature Capture dialog allows the user to view the participant's signature as it is entered on the digital signature pad. It is invoked when the user selects the Capture Electronic Signature button on the Capture Electronic Signature for Rights and Responsibilities dialog.

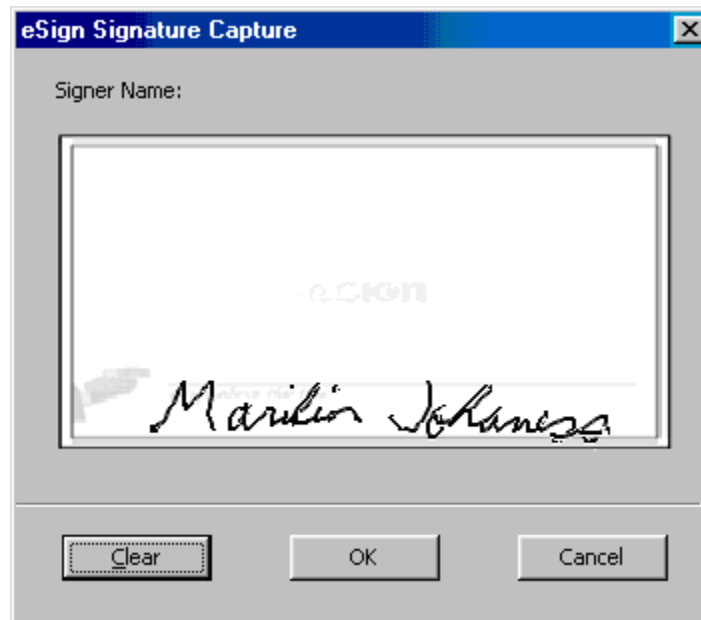


Figure 256 - eSign Signature Capture Dialog

10.25.1 Controls

This section describes the behavior of the controls on the eSign Signature Capture dialog.

10.25.1.1 Participant Signature Display Box

This control allows the user to view the signature that was recorded on the digital signature pad. The value in the box is read only.

10.25.1.2 Clear Button

The Clear button will be enabled when the eSign Signature Capture dialog is active. It has a mnemonic of "C".

10.25.1.3 OK Button

The OK button will be enabled when the eSign Signature Capture dialog is active. Characteristics for the OK button are defined in *Consistencies*.

10.25.1.4 Cancel Button

The Cancel button will be enabled when the eSign Signature Capture dialog is active. Characteristics for the Cancel button are defined in [Consistencies](#).

10.25.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the eSign Signature Capture dialog.

10.25.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text is set to “eSign Signature Capture”

The Participant Signature display box will initially be empty.

10.25.2.2 Edits

Upon selection of the OK button the system will close the eSign Signature Capture dialog and pass the electronic signature information back to the calling dialog.

10.25.2.3 Clear Signature

Upon selection of the Clear button the system will discard the signature information that was captured on the digital signature pad without closing the dialog. This allows the participant to enter their signature again when mistakes are made.

10.26 Certification Notice (Output)

This report allows the user to print a summary report of participant information at a clinic for use as a Certification Notice document.

Certification Notice Document

System Name	State WIC Program	01/26/2005
Don User		12:33:00
	Certification Notice	Page 1

Johnny Smith

Agency: 001 - Smithville WIC Program
Clinic: 001 - Smithville WIC Clinic
Staff Member: Janet Holmes

State WIC ID: 00001303 Household WIC ID: 12345678
ADDRESS: 5100 BROADWAY AVE.
 SPRINGFIELD, IN 46802-0144
PHONE: 219-555-0641

Gender: Male WIC Category: Infant Priority: 1
Ethnicity/Race: Not Hispanic or Latino, American Indian or Alaskan Native
Migrant: N Homeless: N

Date of Birth: 12/29/2004 Authorized Rep: Helen Brown
Alternate Rep/Proxy 1: Dennis Brown Alternate Rep/Proxy 2: Jennifer Williams
Proof of ID: Birth Certificate
Proof of Residence: Electric Utility Bill

Education Contacts: 1
Services Receiving: Medicaid
Services Referred: Food Stamps, TANF

Income	Date	Yearly Income	Proof of Income
	01/26/2005	\$1,230	Recent Pay Stub

Household Size: 2
Adjunctive Eligibility: Yes Proof: Medicaid Card
Presumptive Eligibility Date:

Blood Work	Date	HGB	HCT	Lead E.P.	Reason Not Collected
	01/26/2005	10.7	18.4		

Height/Weight

Date	Stature	Weight	W/S%	BMI	BMI%
01/26/2005	1 feet 10 6/8 inches	88.5% 147 pounds 2 ounces	56.0%	2.6%	

Initial Date of Contact: 01/26/2005
Certification Start: 01/26/2005 End: 12/29/2005
WIC Category: Infant Priority: 1
Risk Factors: Underweight or At Risk of Becoming Underweight

In accordance with Federal law and USDA policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5864 (voice and TDD). USDA is an equal opportunity provider.

I understand that this certification form is being made in connection with the receipt of federal funds, and that program officials may verify information entries on this form. Deliberate misrepresentation may subject me to civil or criminal prosecution under applicable state and federal statutes, and I will be held liable to repay in cash to the WIC Program the value of the food benefits improperly received.

I have been advised of my rights and obligations under the program. I certify that the information I have provided for my eligibility determination is correct to the best of my knowledge.

I hereby certify that I am not at this time enrolled in any other WIC Program or any CSFP program. I understand that to do so would be a deliberate misuse of program benefits and could result in the loss of those benefits.

I hereby release any medical information about myself or my child that is necessary for WIC Program participation.

10.26.1 Data Elements

This section describes the data elements that will print on the report.

10.26.1.1 *Report Title*

10.26.1.1.1 Origin of Data Elements

The title of the report will be the value of the *ReportHeading* business rule. The first subtitle of the report will be the text “Certification Notice”. The second subtitle will be the full name of the participant.

10.26.1.1.2 Format

The participant name will print in {first name} {middle initial}. {last name} format.

10.26.1.2 *Clinic*

10.26.1.2.1 Origin of Data Element

This value comes from the ServiceSiteID and Name attributes of the SERVICE-SITE entity.

10.26.1.2.2 Format

The values will print as their literal values.

10.26.1.3 *Staff Member*

10.26.1.3.1 Origin of Data Element

This value comes from the StaffName attributes of the STAFF-MEMBER entity.

10.26.1.3.2 Format

The values will print as their literal values.

10.26.1.4 State WIC ID

10.26.1.4.1 Origin of Data Element

The value will be taken from the State-WIC-ID attribute of the MEMBER entity.

10.26.1.4.2 Format

The value will print as its literal value.

10.26.1.5 Household WIC ID

10.26.1.5.1 Origin of Data Element

The value will be taken from the Household-ID attribute of the MEMBER entity.

10.26.1.5.2 Format

The value will print as its literal value.

10.26.1.6 Mailing Address

10.26.1.6.1 Origin of Data Element

The value will be taken from the Household.MailAddress for the household of the applicant.

10.26.1.6.2 Format

The value will print in its literal value.

10.26.1.7 Mailing City Text and Value Label

10.26.1.7.1 Origin of Data Element

The value will be taken from the Household.MailCity for the household of the applicant.

10.26.1.7.2 Format

The value will print in its literal value.

10.26.1.8 Mailing State Text and Value Label

10.26.1.8.1 Origin of Data Element

The value will be taken from the Household.MailState for the household of the applicant.

10.26.1.8.2 Format

The value will print in its literal value.

10.26.1.9 Mailing ZIP Text and Value Label

10.26.1.9.1 Origin of Data Element

The value will be taken from the Household.MailZip for the household of the applicant.

10.26.1.9.2 Format

The value will print in #####-#### format.

10.26.1.10 Telephone Text and Value Label

10.26.1.10.1 Origin of Data Element

The value will be taken from the Household.Telephone1 for the household of the applicant.

10.26.1.10.2 Format

The value will print in the format ###-###-####.

10.26.1.11 Gender

10.26.1.11.1 Origin of Data Element

The value will be taken from the Screen-Date attribute of the INCOME-CONTACT entity.

10.26.1.11.2 Format

The value will print in MM/DD/CCYY format.

10.26.1.12 WIC Category

10.26.1.12.1 Origin of Data Element

The value will be the lookup value from the reference dictionary table of the lookup database for WIC-Status attribute of the MEMBER entity.

10.26.1.12.2 Format

The value will print as its literal value.

10.26.1.13 Priority

10.26.1.13.1 Origin of Data Element

The value will be derived from the Cert-Assigned-Priority attribute of the CERT-CONTACT entity.

10.26.1.13.2 Format

The value will print as its literal value.

10.26.1.14 Ethnicity/Race

10.26.1.14.1 Origin of Data Element

The value will be the lookup value from the reference dictionary table of the lookup database for Race2 attribute of the MEMBER entity.

10.26.1.14.2 Format

The value will print as its literal value.

10.26.1.15 Migrant

10.26.1.15.1 Origin of Data Element

The value will be derived from the Migrant attribute of the HOUSEHOLD entity.

10.26.1.15.2 Format

The value will print as its literal value.

10.26.1.16 Homeless

10.26.1.16.1 Origin of Data Element

The value will be derived from the Homeless attribute of the HOUSEHOLD entity.

10.26.1.16.2 Format

The value will print as its literal value.

10.26.1.17 Date of Birth

10.26.1.17.1 Origin of Data Element

The value will be taken from the Date-of-Birth attribute of the MEMBER entity.

10.26.1.17.2 Format

The value will print in MM/DD/CCYY format.

10.26.1.18 Authorized Representative (Authorized Rep)

10.26.1.18.1 Origin of Data Element

The value will be taken from the Auth-Rep-Last-Name, Auth-Rep-First-Name and Auth-Rep-Middle-Initial attributes of the MEMBER entity.

10.26.1.18.2 Format

The value will print in {first name} {middle initial}. {last name} format.

10.26.1.19 Alternate Representative/Proxy 1 (Alternate Rep/Proxy 1)

10.26.1.19.1 Origin of Data Element

The value will be taken from the Alt-Auth-Rep-Last-Name, Alt-Auth-Rep-First-Name and Alt-Auth-Rep-Middle-Initial attributes of the MEMBER entity.

10.26.1.19.2 Format

The value will print in {first name} {middle initial}. {last name} format.

10.26.1.20 Alternate Representative/Proxy 2 (Alternate Rep/Proxy 2)

10.26.1.20.1 Origin of Data Element

The value will be taken from the Proxy-Last-Name, Proxy-First-Name and Proxy-Middle-Initial attributes of the MEMBER entity.

10.26.1.20.2 Format

The value will print in {first name} {middle initial}. {last name} format.

10.26.1.21 Proof of ID

10.26.1.21.1 Origin of Data Element

The value will be the lookup value from the reference dictionary table of the lookup database for Identification-Proof attribute of the MEMBER entity.

10.26.1.21.2 Format

The value will print as its literal value.

10.26.1.22 Proof of Residence

10.26.1.22.1 Origin of Data Element

The value will be the lookup value from the reference dictionary table of the lookup database for Residency-Proof attribute of the MEMBER entity.

10.26.1.22.2 Format

The value will print as its literal value.

10.26.1.23 Education Contacts

10.26.1.23.1 Origin of Data Element

The value will be the total count of records on the EDUCATION-CONTACT entity for the participant.

10.26.1.23.2 Format

The value will print in #### format.

10.26.1.24 Services Receiving

10.26.1.24.1 Origin of Data Element

The value will be the lookup value from the reference dictionary table of the lookup database for the Other-Program-ID attribute of the OTHER-PROGRAM entity.

10.26.1.24.2 Format

The value will print as its literal value.

10.26.1.25 Services Referred

10.26.1.25.1 Origin of Data Element

The value will be the lookup value from the reference dictionary table of the lookup database for the Referral-Agency attribute of the REF-CONTACT entity.

10.26.1.25.2 Format

The value will print as its literal value.

10.26.1.26 Income Date

10.26.1.26.1 Origin of Data Element

The value will be taken from the Screen-Date attribute of the INCOME-CONTACT entity.

10.26.1.26.2 Format

The value will print in MM/DD/CCYY format.

10.26.1.27 Yearly Income

10.26.1.27.1 Origin of Data Element

The value will be taken from the Annual-Amount attribute of the INCOME-CONTACT entity.

10.26.1.27.2 Format

The value will print as its literal value.

10.26.1.28 Proof of Income

10.26.1.28.1 Origin of Data Element

The value will be taken from the Proof-Of-Income attribute of the INCOME-ITEM entity.

10.26.1.28.2 Format

The value will print as its literal value.

10.26.1.29 Household Size

10.26.1.29.1 Origin of Data Element

The value will be taken from the Household-Size attribute of the INCOME-CONTACT entity.

10.26.1.29.2 Format

The value will print as its literal value.

10.26.1.30 Adjunctive Eligibility

10.26.1.30.1 Origin of Data Element

The value will be taken from the TANF, Food-Stamps and Medicaid attributes of the INCOME-CONTACT entity.

10.26.1.30.2 Format

The value will print as its literal value.

10.26.1.31 Adjunctive Eligibility Proof (Proof)

10.26.1.31.1 Origin of Data Element

The value will be taken from the TANF-Proof, Food-Stamps-Proof and Medicaid-Proof attributes of the INCOME-CONTACT entity.

10.26.1.31.2 Format

The value will print as its literal value.

10.26.1.32 Presumptive Eligibility Date

10.26.1.32.1 Origin of Data Element

The value will be taken from the Presumptive-Eligibility-Date attribute of the INCOME-CONTACT entity.

10.26.1.32.2 Format

The value will print in MM/DD/CCYY format.

10.26.1.33 Date of Blood Work

10.26.1.33.1 Origin of Data Element

The value will be taken from the Result-Date attribute of the BLOOD-WORK entity.

10.26.1.33.2 Format

The value will print in MM/DD/CCYY format.

10.26.1.34 Hemoglobin Measure of Blood (HGB)

10.26.1.34.1 Origin of Data Element

The value will be taken from the Hemoglobin attribute of the BLOOD-WORK entity.

10.26.1.34.2 Format

The value will print in ##.# format.

10.26.1.35 Hematocrit Measure of Blood (HCT)

10.26.1.35.1 Origin of Data Element

The value will be taken from the Hematocrit attribute of the BLOOD-WORK entity.

10.26.1.35.2 Format

The value will print in ##.# format.

10.26.1.36 Lead Measure of Blood (Lead)

10.26.1.36.1 Origin of Data Element

The value will be taken from the Lead attribute of the BLOOD-WORK entity.

10.26.1.36.2 Format

The value will print in ## format.

10.26.1.37 E.P. Measure of Blood (E.P.)

10.26.1.37.1 Origin of Data Element

The value will be taken from the EP attribute of the BLOOD-WORK entity.

10.26.1.37.2 Format

The value will print in ## format.

10.26.1.38 Reason Not Collected

10.26.1.38.1 Origin of Data Element

The value will be taken from the Exception-Reason attribute of the BLOOD-WORK entity.

10.26.1.38.2 Format

The value will print as its literal value.

10.26.1.39 Date of Height/Weight Measurement

10.26.1.39.1 Origin of Data Element

The value will be taken from the Measurement-Date attribute of the ANTHROP-CONTACT entity.

10.26.1.39.2 Format

The value will print in MM/DD/CCYY format.

10.26.1.40 Stature

10.26.1.40.1 Origin of Data Element

The value will be taken from the Length-Inches and Length-Eighths attributes of the ANTHROP-CONTACT entity. The value of the Length-Inches attribute will be divided by twelve to derive the number of feet. The remainder of inches and eighths will be stated together in one component (i.e. 6 2/8).

10.26.1.40.2 Format

The values will print in a concatenated format of measurement and literals. For example, “1 foot 2 3/8 inches” would be derived from 14 inches and three eighths.

10.26.1.41 Height for Age Percentile

10.26.1.41.1 Origin of Data Element

The value will be determined using the formula supplied by the Center for Disease Control and Prevention (CDC) and the following information:

- Date-Of-Birth attribute of the MEMBER entity
- Cert-WIC-Status of the CERT-CONTACT entity
- Measurement-Date, Length-Inches and Length-Eighth attributes of the ANTHROP-CONTACT entity

10.26.1.41.2 Format

The value will print in ###.## format if the WIC Category of the participant is either Infant or Child. Nothing will print if the WIC Category of the participant is any other value.

10.26.1.42 Weight

10.26.1.42.1 Origin of Data Element

The value will be taken from the Weight-Pounds and Weight-Ounces attributes of the ANTHROP-CONTACT entity.

10.26.1.42.2 Format

The values will print in a concatenated format of measurement and literals. For example, “147 pounds and 3 ounces” would be derived from 147 and 3 respectively in the table fields of Weight-Pounds and Weight-Ounces.

10.26.1.43 Weight for Age Percentile

10.26.1.43.1 Origin of Data Element

The value will be determined using the formula supplied by the Center for Disease Control and Prevention (CDC) and the following information:

- Date-Of-Birth attribute of the MEMBER entity
- Cert-WIC-Status of the CERT-CONTACT entity
- Measurement-Date, Weight-Pounds and Weight-Ounces attributes of the ANTHROP-CONTACT entity

10.26.1.43.2 Format

The value will print in ###.## format if the WIC Category of the participant is either Infant or Child. Nothing will print if the WIC Category of the participant is any other value.

10.26.1.44 Weight for Stature Percentile (W/S%)

10.26.1.44.1 Origin of Data Element

The value will be determined using the formula supplied by the Center for Disease Control and Prevention (CDC) and the following information:

- Date-Of-Birth attribute of the MEMBER entity
- Cert-WIC-Status of the CERT-CONTACT entity
- Measurement-Date, Weight-Pounds Weight-Ounces, Length-Inches and Length-Eighth attributes of the ANTHROP-CONTACT entity

10.26.1.44.2 Format

The value will print in ###.## format if the WIC Category of the participant is either Infant or Child. Nothing will print if the WIC Category of the participant is any other value.

10.26.1.45 Body Mass Index (BMI)

10.26.1.45.1 Origin of Data Element

This value will be calculated if the participant was 2 years of age or older on the date that the height/weight measurements were taken. The value will be calculated based on the following information:

- Date-Of-Birth attribute of the MEMBER entity
- Measurement-Date, Length-Inches, Length-Eighth, Weight-Pounds and Weight-Ounces attributes of the ANTHROP-CONTACT entity

10.26.1.45.2 Format

The value will print in **##.#** format if the participant is a woman or a Child who is 2 years old or older. Nothing will print if the participant is an Infant or a Child who is under 2 years old.

10.26.1.46 Body Mass Index Percentile (BMI%)

10.26.1.46.1 Origin of Data Element

The value will be determined using the formula supplied by the Center for Disease Control and Prevention (CDC) and the following information:

- Date-Of-Birth attribute of the MEMBER entity
- Measurement-Date, Length-Inches, Length-Eighth, Weight-Pounds and Weight-Ounces attributes of the ANTHROP-CONTACT entity

10.26.1.46.2 Format

The value will print in **###.##%** format if the participant is a woman or a Child who is 2 years old or older. Nothing will print if the participant is an Infant or a Child who is under 2 years old.

10.26.1.47 Initial Date of Contact

10.26.1.47.1 Origin of Data Element

The value will be taken from the Application-Date attribute of the MEMBER entity.

10.26.1.47.2 Format

The value will print in **MM/DD/CCYY** format.

10.26.1.48 Certification Start Date (Certification Start)

10.26.1.48.1 Origin of Data Element

The value will be taken from the Cert-Effective-Date attribute of the CERT-CONTACT entity.

10.26.1.48.2 Format

The value will print in **MM/DD/CCYY** format.

10.26.1.49 Certification End Date (End)

10.26.1.49.1 Origin of Data Element

The value will be taken from the Cert-End-Date attribute of the CERT-CONTACT entity.

10.26.1.49.2 Format

The value will print in MM/DD/CCYY format.

10.26.1.50 WIC Category

10.26.1.50.1 Origin of Data Element

The value will be the lookup value from the reference dictionary table of the lookup database for WIC-Status attribute of the CERT-CONTACT entity.

10.26.1.50.2 Format

The value will print as its literal value.

10.26.1.51 Priority

10.26.1.51.1 Origin of Data Element

The value will be derived from the Cert-Assigned-Priority attribute of the CERT-CONTACT entity.

10.26.1.51.2 Format

The value will print as its literal value.

10.26.1.52 Risk Factors

10.26.1.52.1 Origin of Data Element

The value will be the lookup value from the reference dictionary table of the lookup database for the Risk-Factor-ID attribute of the RISK-FACTOR entity.

10.26.1.52.2 Format

The value will print as its literal value.

10.26.1.53 High Risk Warning Value Label

10.26.1.53.1 Origin of Data Element

The value label will contain the text “(High Risk)” if the risk factor is considered to be high risk.

10.26.1.53.2 Format

The value will print as its literal value.

10.26.2 Filter Criteria

10.26.2.1 Selected Participant

Only information for the selected participant will be included in the report.

10.26.2.2 Current Certification Period

Only income information, blood work results, anthropometric measurements and risk factors recorded during the current certification period will be included in the report.

10.27 Ineligibility Notice Document (Output)

This document is generated for the participant when they are determined ineligible to receive WIC benefits. The document is generated from the [Mark Applicant as Ineligible](#) dialog described in this document.

Ineligibility Notice Document – English Version

{STATE} State WIC Program

01/26/2005

12:33:00

Notice of Ineligibility

Mary M. Participant
1234 Five
Anytown, KS 66210
555-555-9883

State WIC ID: 00938738
Gender: Female
Race: White
Income: 24,010
Family Size: 4
Income Proof: Pay Stub

Mary was found to be ineligible for WIC benefits for the following reason:

Does not meet income requirements

All applicants/participants have the right to request a Fair Hearing when determined eligible, ineligible or disqualified from the program. Applicants/participants who desire to request a fair hearing must request a hearing within 60 days of the date the local agency mails or gives the written notification of adverse action to deny or terminate benefits.

An applicant/participant or their representative (a friend, relative, lawyer, or another person) may call, write or come to

{name of fair hearing officer for agency}
Clinic WIC Program
1138 Main Street
Anytown, KS 66210-1234
555-555-9118

WIC is an equal opportunity program. If you believe you have been discriminated against because of race, color, national origin, age, sex, or disability, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

Ineligibility Notice Document – Spanish Version

{STATE} State WIC Program

01/26/2005
12:33:00

Aviso de No Elegibilidad

Mary M. Participant
1234 Five
Anytown, KS 66210
555-555-9883

ID Estatal de WIC: 00938738
Sexo: Female
Raza: White
Ingresos: 24,010
Tamaño de la familia: 4
Comprobación de ingresos: Pay Stub

Su ingreso excede nuestras pautas de ingresos, por lo tanto usted no es elegible para obtener los beneficios de WTC.

Todos los postulantes/participantes tienen el derecho a requerir una audiencia justa cuando sean determinados elegibles, no elegibles o descalificados del programa. Los postulantes/participantes que deseen requerir una audiencia justa deberán requerir la audiencia dentro de los 60 días de la fecha en que la agencia local envía o entrega la notificación por escrito o acción desfavorable de negación o terminación de beneficios.

Un postulante/participante o su representante (amigo, familiar, abogado u otra persona) puede llamar, escribir o acudir a:

{name of fair hearing officer for agency}
Clinic WIC Program
1138 Main Street
Anytown, KS 66210-1234
555-555-9118

10.27.1 Data Elements

This section describes the data elements that will print on the document.

10.27.1.1 Client Name

This value will be the full name of the client.

10.27.1.1.1 Origin of Data Element

The value will be taken from the Last-Name, First-Name, and Middle-Initial attributes of the MEMBER entity of the client.

10.27.1.1.2 Format

The value will print in {first name} {middle initial}. {last name} format.

10.27.1.2 Client Mailing Address

This value will be the mailing address of the household of the client.

10.27.1.2.1 Origin of Data Element

The value will be taken from the Mail-Address of the HOUSEHOLD entity of the client.

10.27.1.2.2 Format

The value will print as its literal value.

10.27.1.3 Client Mailing City

This value will be the mailing city of the household of the client.

10.27.1.3.1 Origin of Data Element

The value will be taken from the Mail-City of the HOUSEHOLD entity of the client.

10.27.1.3.2 Format

The value will print as its literal value.

10.27.1.4 Client Mailing State

This value will be the mailing state of the household of the client.

10.27.1.4.1 Origin of Data Element

The value will be taken from the Mail-State attribute of the HOUSEHOLD entity of the client.

10.27.1.4.2 Format

The value will print as its literal value.

10.27.1.5 Client Mailing ZIP Code

This value will be the mailing ZIP code of the household of the client.

10.27.1.5.1 Origin of Data Element

The value will be taken from the Mail-ZIP attribute of the HOUSEHOLD entity of the client.

10.27.1.5.2 Format

The value will print in #####-#### format.

10.27.1.6 *Client Telephone Number*

This value will be the telephone number of the client.

10.27.1.6.1 Origin of Data Element

The value will be taken from the Telephone-1 attribute of the HOUSEHOLD entity for the household of the household member scheduled for the appointment.

10.27.1.6.2 Format

The value will print in ###-###-#### format.

10.27.1.7 *Client State WIC ID*

This value will be the State WIC ID of the client.

10.27.1.7.1 Origin of Data Element

The value will be taken from the State-WIC-Identifier attribute of the MEMBER entity of the client.

10.27.1.7.2 Format

The value will print as its literal value.

10.27.1.8 *Gender*

This value will be the gender of the client.

10.27.1.8.1 Origin of Data Element

The value will be taken from the Gender attribute of the MEMBER entity.

10.27.1.8.2 Format

The value will print as its literal value.

10.27.1.9 Race

This value will be the race/ethnicity of the client.

10.27.1.9.1 Origin of Data Element

The value will be taken from the Race-Ethnicity attribute of the MEMBER entity.

10.27.1.9.2 Format

The value will print as its literal value.

10.27.1.10 Income

This value will be the income for the household of the client.

10.27.1.10.1 Origin of Data Element

The value will be taken from the Annual-Amount attribute of the INCOME-CONTACT entity.

10.27.1.10.2 Format

The value will print in ##,#### format.

10.27.1.11 Family Size

This value will be the number of members in the household of the client.

10.27.1.11.1 Origin of Data Element

The value will be the Household-Size attribute of the HOUSEHOLD entity of the client.

10.27.1.11.2 Format

The value will print in ## format.

10.27.1.12 Income Proof

This value will be the proof of income presented by the client during certification.

10.27.1.12.1 Origin of Data Element

The value will be taken from the Proof-Of-Income attribute of the first INCOME-ITEM entity for the income contact.

10.27.1.12.2 Format

The value will print as its literal value.

10.27.1.13 *Client First Name*

This value will be the first name of the client.

10.27.1.13.1 Origin of Data Element

The value will be taken from the First-Name attribute of the MEMBER entity of the client.

10.27.1.13.2 Format

The value will print as its literal value.

10.27.1.14 *Ineligibility Reason(s)*

This value will be the ineligibility reason indicating why the client is no longer eligible for WIC benefits.

10.27.1.14.1 Origin of Data Element

The value will be populated from the appropriate values in the reference dictionary table of the lookup database. It will be the associated description for the Cert-Ineligibility-Reason attribute of the CERT-CONTACT entity.

10.27.1.14.2 Format

The value will print as its literal value.

10.27.1.15 *Fair Hearing Officer Name*

This value will be the name of the fair hearing officer for the agency.

10.27.1.15.1 Origin of Data Element

The value will be taken from the Fair-Hearing-Officer-Name attribute of the AGENCY entity.

10.27.1.15.2 Format

The value will print as its literal value.

10.27.1.16 *Agency Name*

This value will be the name of the agency.

10.27.1.16.1 Origin of Data Element

The value will be taken from the look up database.

10.27.1.16.2 Format

The value will print as its literal value.

10.27.1.17 Agency Address

This value will be the address of the agency.

10.27.1.17.1 Origin of Data Element

The value will be taken from the look up database.

10.27.1.17.2 Format

The value will print as its literal value.

10.27.1.18 Agency City

This value will be the city of the agency.

10.27.1.18.1 Origin of Data Element

The value will be taken from the look up database.

10.27.1.18.2 Format

The value will print as its literal value.

10.27.1.19 Agency State

This value will be the state of the agency.

10.27.1.19.1 Origin of Data Element

The value for your state will be hard coded into the document.

10.27.1.19.2 Format

The value will print as the literal value of your state.

10.27.1.20 Agency ZIP Code

This value will be the ZIP code of the agency.

10.27.1.20.1 Origin of Data Element

The value will be taken from the look up database.

10.27.1.20.2 Format

The value will print in #####-#### format.

10.27.1.21 Fair Hearing Officer Telephone Number

This value will be the telephone number of the agency.

10.27.1.21.1 Origin of Data Element

The value will be taken from the Fair-Hearing-Officer-Telephone attribute of the AGENCY entity.

10.27.1.21.2 Format

The value will print as its literal value.

10.27.2 Filter Criteria

10.27.2.1 Participant Marked as Ineligible

The system will generate the notice on demand when the participant is marked as ineligible when completing the Certification Guided Script.